Mary Washington College



Student Handbook

2003-04

Quick Calls

Quick Calls

(Area Code 540; Prefix 654-)

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The Student Handbook is a publication of the Office of Student Affairs, 200 Lee Hall, Mary Washington College, Fredericksburg, Virginia 22401-5358, (540) 654-1062

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Mary Washington College subscribes to the principles of equal opportunity and affirmative action. The College does not discriminate on the basis of race, color, religion, disability, national origin, political affiliations, marital status, sexual orientation, sex, or age in recruiting, admitting, or enrolling students or in hiring or promoting faculty and staff members. The College will not recognize or condone student, faculty, or staff organizations that discriminate in selecting members. Complaints of discrimination should be directed to the AAEEO officer of the College.

–Revised by the Board of Visitors, Mary Washington College, May 10, 1991

Student Handbook

2003-04



MARY WASHINGTON COLLEGE

1301 College Avenue
Fredericksburg, Virginia 22401-5358
(540) 654-1000
www.mwc.edu

Message from the President

Dear Students:

Mary Washington College is a community in the truest sense of the word. It is a place where faculty, staff, and students work together for the achievement of a common goal: the best education possible within the best possible environment.

Education in the liberal arts and sciences, such as the one students receive at Mary Washington, leads to a greater appreciation and understanding of the rich, cultural diversity of today's world. This knowledge is translated into action on our own campus, through the tolerance of everyone who comprises our collegial "family." Accordingly, the rules which govern our conduct as members of this community are fairly minimal. They are based wholly on the premise that each of us will act in a responsible manner, with the understanding that, in exercising our individual freedom, we have an obligation as members of the larger community not to infringe upon the rights of others. At Mary Washington College, our individual actions are guided by the principles included in our "Statement of Community Values."

Basic to the effective functioning of our College community is the Honor Code. Many of the characteristics which make life at Mary Washington so pleasant are possible because of this shared commitment to the maintenance of an honorable community. It is, therefore, the duty of each student to be knowledgeable about the Honor System, to accept its philosophy, and to uphold its operation.

Another important facet of life at Mary Washington College is the Student Government Association. Through this organization, the student body has the opportunity to exercise considerable self-government and to demonstrate at the campus level the responsibilities of citizenship which are fundamental to a free and democratic society. I fully support the work of the Student Government Association and strongly urge each student to be an active participant in its affairs.

The purpose of the *Student Handbook* is to set forth the policies and regulations of the College as they apply to students and other members of the College community. Please read the *Handbook* carefully so that you know, and thus are able to uphold, your responsibilities as a member of this community.

The 2003-04 session promises to be an exciting year of rich opportunities and significant challenges. I look forward to working with you as we strive to make it one of the very best ever for Mary Washington College.

Sincerely,

William M. Anderson, Jr.
President

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Student Affairs Calendar 2003-04

Fall Semester 2003

August		
20	W	Halls open for freshmen and transfers 8:15am-12noon
23	Sa	Residence halls open 9am-5pm for returning students
24	Su	Residence halls open 1-5pm for returning students
25	M	Classes begin
25	M	Drop/Add begins
29	F	Last day to add courses
September		
9	Tu	Deadline for declaring a major
12	F	Last day to drop courses without penalty
19-21	F-Su	**Family Weekend**
October		
3	F	Last day to change to or from pass/fail
10	F	Fall Break begins at 5pm; Residence halls remain open.
11-14	Sa-Tu	**Fall Break**
15	W	Classes resume
24	F	Last day to drop individual courses
25	Sa	**Fall Homecoming**
Oct. 27-Nov. 7	M-F	Advance Registration for spring semester
November		
26	W	Thanksgiving Holiday begins at 8am; Residence halls close at 10am
26-30	W-Su	**Thanksgiving Holiday**
30	Su	Residence halls open at 2pm
December		
1	M	Classes resume
5	F	Last day of classes
5	F	Last day to withdraw from the College
6-7	Sa-Su	Reading Period
8-12	M-F	Examinations
13	Sa	Residence halls close at 10am

Spring Semester 2004

January		
8	Th	Halls open for new students 9am-12noon
8	Th	New student orientation/ Spring Preview
11	Su	Halls open for returning students 9-5pm
12	M	Classes begin
12	M	Late registration for returning students
12	M	Drop/Add begins
16	F	Last day to add courses
22	Th	Deadline for declaring a major
30	F	Last day to drop courses without penalty
February		
20	F	Last day to change to or from pass/fail
27	F	Spring Break begins at 5pm; Residence halls close at 9pm
Feb. 28-Mar. 7	Sa-Su	**Spring Break**
March		
7	Su	Residence halls open at 2pm
8	M	Classes resume
12	F	No course withdrawals permitted after this date
8-19	M-F	Advising Period
Mar. 22-Apr. 2	M-F	Advance Registration for fall semester
April		
22	Th	Devil-Goat Day
23	F	Last day of classes
23	F	Last day to withdraw from the College
24-25	Sa-Su	Reading Period
26-30	M-F	Examinations
May		
1	Sa	Residence halls close 24 hrs. after last exam, or by 5pm on May 1 whichever comes first, for students who are not candidates for graduation
7	F	Convocation
8	Sa	Graduation
9	Su	Residence halls close at 10am

Spirit At MWC

"First as a student, and now as an administrator, I have witnessed the ebb and flow of special College traditions, and continue to be awestruck by how interested students are in establishing strong and lasting bonds to Mary Washington and to one another."

—Cedric Bernard Rucker
Dean of Student Life



Alma Mater

All hail, dear Alma Mater, We sing our praise to you.
High on Marye's Hilltop, You stand forever true.
Born in truth and honor, You ever more shall be,
The model of our future years, And all eternity.

Whene'er we have to leave you, We never will forget,
The lessons you have taught us, And all the friends we've met.
And we your sons and daughters, Will hold your name on high,
So here's to Mary Washington; Our love will never die.

—Irene Taylor '47 / Jean Crotty '47



MWC Colors:
Navy Blue, Gray, and White

Mascot:
Eagle

Statement Of Community Values

Mary Washington College is an academic community dedicated to the highest standards of scholarship, personal integrity, responsible conduct, and respect for the individual. We hold among our foremost common values:

- The importance of personal integrity as reflected in adherence to the Honor Code;
- The right of every individual to be treated with dignity and respect at all times;
- The acceptance of and respect for diversity in our community and adherence to the College's Statement of Non-Discrimination;
- The freedom of intellectual inquiry in the pursuit of truth.

As members of the College community, we refuse to tolerate behavior that in any way compromises or threatens these values.

Revised by the Board of Visitors, Mary Washington College, May 10, 1991

Official Seal Of Mary Washington College

The date on the seal, 1908, represents the year that the General Assembly of Virginia established the College. According to the MWC Alumni Office, the torch in the center represents the light of learning and the spinning wheel in the background represents industry. The Latin words "Pro Deo Domo Patria" mean "For God, Home, Country."



Spirit Rock

The purpose of the Spirit Rock is to represent the spirit of MWC—whether that is advertising an event, showing spirit for your class or sports team, or celebrating a recent victory. The Spirit Rock belongs to the students and they are ultimately responsible for the rock; therefore, if students dislike a message on the Rock, it is their responsibility to repaint it.

Painting guidelines:

- Absolutely no profanity or vulgarity is permitted on the rock.
- The common values stated in the Statement of Community Values apply to the Spirit Rock.
- Only latex paint is permitted (not spray paint).

Questions regarding the Spirit Rock should be addressed to the Student Government Association.

Class Council Traditional Events

Freshman Welcome Dance	Aug. 23
Drive-in Movie	Sept. 16
Rocktoberfest	Oct. 2
Spirit Week Lip Synch	Oct. 22
Fall Formal	Nov. 8
Senior Countdown	Jan. 29
Winter Carnival	Feb. 21
Junior Ring Week	Mar. 21-27
Spring Formal Boat Cruise	Apr. 17
Devil Goat Day	Apr. 22
Grad Ball	May 6
Convocation	May 7

Historical Chronology of MWC

1908	Founded as the State Normal and Industrial School for Women
1908-19	***President: Edward Hutson Russell***
1914	Name changed to The State Normal School for Women at Fredericksburg
1919-28	***President: Algernon B. Chandler, Jr.***
1924	Name changed to the State Teachers College at Fredericksburg Legislative approval granted to confer baccalaureate degrees
1929-55	***President: Morgan L. Combs***
1934	Legislative approval granted to confer baccalaureate degrees in the liberal arts
1938	Name changed to Mary Washington College
1944	Name changed to Mary Washington College of the University of Virginia (became the Women's College of Liberal Arts and Sciences of the University)
1955-74	***President: Grellet C. Simpson***
1970	Coeducational status established
1971	Kappa Chapter of Virginia of Phi Beta Kappa established
1972	Name changed to Mary Washington College (an autonomous institution with its own governing board)
1974-1983	***President: Prince B. Woodard***
1975	Mary Washington College Foundation chartered Academic Internship Program established
1977	Bachelor of Liberal Studies (a degree program for part-time adult students) established
1979	Legislative approval granted to confer master's degrees
1980	MWC Center for Historic Preservation established
1983-	***President: William M. Anderson, Jr.***
1998	James Monroe Presidential Center created
1999	James Monroe Center for Graduate and Professional Studies opened
	Bachelor of Professional Studies established (a degree program for part-time adult students)
2000	Master of Education established (a degree program for part-time adult students)
	Master of Business Administration established (a degree program for part-time adult students)
	Master of Science in Elementary Education established

Traditions at MWC

Club Carnival: An opportunity for students to be introduced to the myriad of campus clubs and organizations available at the College. It's a carnival atmosphere with lots of information and opportunities to talk with peers about your interests and how to get involved at MWC.

Family Weekend: Held each September, this occasion gives the families of Mary Washington students a chance to visit the campus in the fall and become acquainted with various academic and social programs. An all-student talent show, sports events, and a picnic are special features of this important College tradition.

Spirit Week: A week of special activities including lip sync and Mr. MWC contests, picnic, bonfire, and fireworks leading up to Homecoming.

Homecoming: A special day, usually a Saturday in October, when alumni who have graduated within the last ten years return to campus. Students and alumni enjoy fellowship centered around a variety of sports and social events.

Rocktoberfest: A fine way to welcome autumn! Class Council invites local bands to perform and provides the campus with fun, food, and entertainment.

Winter Carnival: A January Saturday respite from the winter doldrums characterized by games such as team foosball, individual and small group challenges, and general merriment.

Senior Countdown: A traditional celebration in the spring semester for seniors to mark the countdown of the last 100 days before graduation.

Junior Ring Week: Presentation of class rings, a formal dance, and a concert are the major events that mark the achievements of the rising senior class. The ring presentation ceremony is also the occasion for tapping new members of Mortar Board, a special honor society for seniors who have made outstanding contributions in scholarship, leadership, and service.

Multicultural Fair: An annual favorite! It's a day-long celebration of diversity and cultural exploration featuring a broad array of folk dancers, musicians, exhibitors, vendors, and foods from around the world.

Spring Formal: The most spectacular formal of the year! A midnight cruise along the Potomac River, with dancing, food, and students dressed in their finest attire. So popular it sells out way in advance!

Devil-Goat Day: This tradition is unique to Mary Washington College in which Goats (classes graduating in even-numbered years) compete against Devils (classes graduating in odd-numbered years) in games and athletic competitions on the last Thursday before the end of classes. A picnic and reggae band also help make this spring event very popular.

Senior Week: This traditional week follows the conclusion of spring semester and allows graduating seniors the opportunity to congregate, celebrate, and reflect as a class. Scheduled activities include Senior Convocation, Grad Ball, Senior Picnic, and other activities. The week culminates with graduation.

Graduation

This section is meant to offer general information on the policies/practices related to graduation, with the final and official information being distributed and mailed to prospective graduates' homes during the week between Christmas and New Year's Day.

Regalia: Regalia information will be included in the graduation mailing. The only sanctioned additions to the student academic regalia are cords, medals, and pins associated with academic honor societies, and awards or pins received by individuals at Senior Convocation.

Rehearsal/Ceremony: Prospective graduates are expected to attend both the Friday afternoon rehearsal and the Saturday graduation ceremony. If unable to attend, permission must be requested in writing from Dr. Philip Hall, Vice President for Academic Affairs, 314 G.W. Hall.

Final grades are distributed at the rehearsal.

Senior Convocation is an occasion for the presentation of honors and a very special opportunity for students to celebrate their achievement. Senior Convocation traditionally is held the Friday evening before graduation.

Lunch Tickets: Information about lunch tickets will be included in the graduation mailing.

Seating for the graduation ceremony is in Ball Circle and is first-come, first served. (College Police will remove any seat reservation/hold signs placed in the seating area prior to 6:30 a.m. on graduation morning.)

Weather Plan: In case of heavy rain, the ceremony will be moved to Dodd Auditorium where graduates and faculty will be seated. Guests will be directed to other campus venues for viewing of a live broadcast of the ceremony.

Directory Of Student Leadership

Student Government Association

Executive Cabinet

President To Be Elected
Vice President Kristin Orstead
Honor Council President Brian Reagan
Judicial Review Board President Jessica Bielecki
Academic Affairs Chair Gretchen Wietmarschen
Legislative Action Committee Chair Katherine Leesman
Association of Residence Halls President Susan Deedrick
Commuting Student President Mary Bowen
Executive Coordinator Maureen Godfrey
Secretary Molly Hurt
Treasurer Daniel Bouchard
Press Secretary Kirk Roberts

SGA Committee Chairs/Co-Chairs

Entertainment Bryan Fryzel, Dave Hutchinson
Film Erin Merrill, Travis Smith
Finance Mandy Cox, Andi Keefer
Inter-Club Association Priya Gyani
Presidential Dining Hall Lindsay Beaton

SGA Senate Officers

President Kristin Orstead
Vice President To Be Elected
Secretary Meghan Cudahy
Parliamentarian Paul Kozar

Honor Council

President Brian Reagan
Vice President Christina Wimmel
Representatives:
Seniors Michael Bernal, Erin Campbell, Bryce Perry, Sameer Vaswani
Juniors Shannon Allmendinger, Cristina Clapp, Lisa Maloney, Christina Wimmel
Sophomores Kevin Diana, Molly Fitch, Andrea McDaniel, Thomas Shuck
Freshmen To Be Elected

Judicial Review Board

President Jessica Bielecki
Vice President Sarah Gordon
Representatives:
Seniors Sarah Gordon, Asha Merzazada, Alexis Pappas
Juniors Susie Duke, Sebastian Forgues, Josh Vermeulen, Tripp White
Sophomores Maryann Davidson, Andrew Flynn, Kate Hallberg,
..... Molly Murphy, Cherelle Read
Freshmen Elected Fall 2003

Class Council

Executive Board

President Matthew Kapuscinski
Vice President Tricia Piccinino
Secretary-Treasurer Andrew Dawson
Publicity Frank Puleo

Senior Class Officers

President Matt Kapuscinski
Vice President Stephanie Eyes
Sec-Treas Andrew Dawson
Promotions Tricia Piccinino

Junior Class Officers

President Danielle Steele
Vice President Matt Rogers
Sec-Treas Ashley Huff
Promotions Katie Jensen

Sophomore Class Officers
President Frank Puleo
Vice President Matt Skirven
Sec-Treas Kristin Borkoski
Promotions Jan Pinkston

Freshman Class Officers
To be elected Fall 2003.

Student Media – Editors / Station Mgrs.
Student Media Council Chair Sarah Notter
The Bullet Bridget Murphy
The Battlefield Kelly Koniowsky, Kendra Stolzenbach
Polemic TBA
Aubade Lisa Shroyer, Carly Woods
WMWC Aaron Layman

Leadership Roundtable

The purpose of the Leadership Roundtable is to allow leaders from a variety of organizations to come together in order to discuss issues, activities, programs, and projects which affect all students. The format of these roundtable sessions allows individual student leaders to become informed proponents of those endeavors sponsored by other student organizations. Thus, the Leadership Roundtable serves as a communications unit. In this setting, student leaders seek support and advice from their peers. Members participate as equals, allowing for an open exchange of information and ideas. The Leadership Roundtable membership shall be composed of the following: SGA Executive Cabinet, Class Council Executive Officers, SGA Entertainment Committee Co-Chairs, Finance Committee Chair, Assn. of Residence Halls President, Inter-Club Assn. President, COAR Student Director, and Director of Student Activities, who serves as adviser to the Roundtable.

Clubs and Organizations

How to Start a New Club

Thinking About a New Club

First, evaluate your idea by asking the following questions:

Are you committed to the idea? If it is based on a fad (i.e., "Forrest Gump Club"), how long will interest last?

Is there an existing group to join? For example, if you and six others are interested in a "Save the Whales Club," could you be a committee of the Ecology or Biology Club?

Will there be enough members to continue the club beyond your involvement? An all-seniors group would be wiped out by graduation.

Have you thought about organizational goals and objectives? Specific programs, activities, or projects? Planning now will help with the recognition paperwork.

What role will your group assume on campus and/or in the community? The purpose needs to be well defined both for ICA recognition and for planning and recruiting.

Beginning the Approval Process

If you have evaluated your idea and still wish to organize, use the following procedure:

1. Visit the Student Activities Office (OSACS - Seacobeck Hall) and talk with a staff member.
2. Hold a preliminary interest meeting to help you develop a list of at least 10 other interested students which must be submitted with the club's constitution. Also use the first meeting to develop a concise mission statement which briefly outlines the goals and objectives of your organization.
3. Develop a constitution. The OSACS staff member will provide an outline for developing a constitution. This is necessary for the ICA review, and will establish a lasting structure for your organization.

Inter-Club Association (ICA) Recognition

For official recognition, student organizations must:

1. Present a preliminary constitution to the executive committee of the ICA and to an OSACS staff member.
2. Be open to all full-time undergraduate students.
3. Prescribe to non-discrimination standards adopted by the Board of Visitors.
4. Submit the name of a faculty/staff sponsor.
5. Submit a list of prospective members (at least 10).
6. Submit a list of proposed programs.

Applicant student organizations shall be permitted a full academic year to fulfill the guidelines for official recognition. Through constitutional review, the ICA Executive Committee is empowered by the SGA to ensure that all new and existing organizations subscribe to College policies and practices. The ICA has the authority to recognize or to deny or rescind recognition of student groups. Upon recognition, student organizations must actively participate in the Inter-Club Association.

Non-Recognized Groups

Groups which fail to meet the guidelines for official recognition may operate as non-recognized groups. Non-recognized groups are allowed to hold meetings on campus on a space available basis, and can reserve a meeting space by contacting the Office of Student Activities and Community Service (OSACS). Space may be reserved in the name of an individual student, not in the name of the group. All flyers and notices used by non-recognized groups must first be reviewed by OSACS and may be posted in designated spaces. Non-recognized student groups may not publicize events or programs in Seacobeck.

Inter-Club Association Clubs

(For contact names or club descriptions, please call Student Activities, 654-1061. Clubs are open to all interested, full-time undergraduate students of the College.)

Ambassadors
Art Club
Asian Student Assn.
Assn. for Computing Machinery
Aubade
Battlefield
BellACapella
Black Student Assn.
BOND
Bullet Newspaper
Campus Scouts
Canterbury Club
Circle K
Classics
College Greens
Dance Team
Ecology
Economics
Equestrian Club (Hoofprints)
Fencing
Frames Per Second
Franco-Fun (French)
German
Golf
Gun
Hillel
Hispanic Student Assn.
Historic Preservation
Hockey
Islamic Student Assn.
Jewish Student Assn.
Mad Mary (Ult. Frisbee)
Martial Arts Club (MAC)
Minorities Rights Coalition
Model United Nations
People's Dodgeball
Performing Arts
Physics
Photography
Physical/Occupational Therapy
Polish
Pre-Med/Pre-Dent
Pre-Vet
PRISM
Rotaract
Rugby, Men's
Rugby, Women's
Shades
Social Dance
Spanish
Student Education Assn.
Students for Choice
Terrapins
Trek Club
Voices of Praise
Women of Color
Women's Interest
Women's Rugby
Women's Ult. Frisbee
Writers' Society

Other Clubs & Organizations

Ambassadors for Christ
Baptist Student Union
Campus Christian Community
Campus Crusade for Christ
Catholic Student Assn.
College Democrats
College Republicans
Grace Campus Ministries
Intervarsity Christian Fellowship
Latter-Day Saints Student Assn (LDSSA)
Symfonics

Athletics

Teams

Athletic competition for men is available in baseball, cross country, soccer and tennis in the fall; basketball, swimming and track in the winter; and baseball, lacrosse, tennis and track and field in the spring. Athletic competition for women is available in cross country, field hockey, soccer, tennis, volleyball in the fall; basketball, swimming and track in the winter; and lacrosse, softball, tennis, and track and field in the spring. Riding competition and rowing for men and women is available throughout the year.

Practices are usually scheduled after 3:30 p.m. Monday through Friday and last approximately two hours.

Students are encouraged to participate in the athletic program as players, trainers, managers, scorers, timers, or statisticians. Each position plays an integral role in the success of MWC's athletic teams.

Conference, regional and national tournaments climax most of the teams' seasons. Participants are also honored at an annual sports award banquet.

New students interested in trying out for varsity teams are encouraged to seek out the coaches as soon as they arrive on campus. Candidates for teams must register for the varsity sport during course registration.

Results of all contests are available 24 hrs./day by dialing the Sports Information Hotline: "2MWC."

Sports Clubs

The sports clubs (men's rugby and volleyball; and women's rugby, cheerleading, and synchronized swimming) are members of the Inter-Club Association; however, they will receive funding from the Director of Campus Recreation and not the Student Finance committee. Requests to use College facilities must be approved by the Associate Director of Athletics, 106 Goolrick Hall.

Performing Groups

The **MWC-Community Symphony Orchestra**, a large instrumental organization composed of faculty, students, and community participants, presents four concerts each year.

The **MWC Jazz Ensemble**, a big band composed of only College performers, presents two concerts each year and anchors the Mary Washington College Jazz Festival.

The **Wind and Percussion Ensemble**, a large instrumental organization composed of faculty, students, and community participants, presents four concerts each year.

The **MWC Chorus**, a large vocal group composed of only College treble singers, presents two concerts each year and participates in two combined choral programs.

The **Brass, Clarinet, Flute, and String Ensembles**, small instrumental groups composed of only College instrumentalists, perform from twice to several times a year.

The **Fredericksburg Singers**, a mixed-voice large choir composed of faculty, students, and community participants, presents two concerts each year and participates in two combined choral programs.

The **MWC Show Choir (Encore)**, a dance-vocal group composed of only College performers, presents two concerts each year and participates in two combined-choral programs.

The Underground

The Underground is designed to provide entertainment for students in an informal setting. Entertainment consists of recorded music, and live performances by both students and professionals. Talented students are encouraged to perform when sponsored by a campus organization. Arrangements must be made with OSACS. The following rules and procedures exist:

Sponsoring Live Entertainment

a. Approval must be given by the Director of Student Activities. Sponsors must complete an Underground Activity Form a minimum of 5 working days prior to the event.
b. An admission fee up to $10 may be charged by the sponsoring group to cover the cost of entertainment.
c. Sponsoring organizations will be responsible for the conduct of entertainers and their workers and guests. All non-MWC workers must be cleared with the manager and signed in by the sponsor. Entertainers must plan their sets to conclude at least 15 minutes before the Underground closes.
d. The sponsors must be in the Underground the entire evening and remain until their entertainers exit the premises.
e. Sponsors are required to communicate to the manager the schedule of events for the evening.
f. The manager on duty has the authority to close the function down at any time.
g. Underground programs must end at 11:45 p.m. Sunday through Thursdays and 1:00 a.m. for Friday and Saturday events.

Publications/Radio

Student Media Council

The Student Media Council, established by the MWC Board of Visitors on April 15, 2000, provides a forum for discussing issues of interest that affect student media at MWC and plays an active role in helping its members and the broader campus community to understand the role of the student media and the importance of guaranteeing freedom of expression.

The Student Media Council (SMC) consists of Full Standing and Affiliate members who have a term of one-year beginning with the first meeting of the spring semester following leadership weekend. The student-at-large Chair is elected annually in the spring at the same time as the

SGA Executive Cabinet. The SMC meets monthly Sept.-Nov. and Feb.-Apr. and at other times as deemed necessary by the Chair. Meetings are open to the College community.

The Aubade

The Aubade, published annually, is the campus literary and arts magazine produced to showcase the literary and artistic talents of students and to encourage such work. It contains short stories, plays, poems, and graphics by Mary Washington College students and faculty.

The Battlefield

The College yearbook, *The Battlefield*, captures the student year in words and pictures. It is published by students and contains pictures of the administration, faculty, and students, as well as the clubs and other activities that make up student life.

The Bullet

The Bullet, the campus newspaper, is published weekly. Pictures and articles about events and important issues, editorials, and letters to the editor are featured.

The Polemic

The Polemic is Mary Washington's student-run journal of opinion on current political, social, and environmental issues. *The Polemic* accepts articles written by students and faculty of Mary Washington College, as well as residents of Fredericksburg. All opinions are considered equally.

WMWC

WMWC, the student-operated College radio station, is available to all residence hall rooms through the campus network at no extra charge and uses the same outlet that carries the cable television signal. In order to receive WMWC, students must use a stereo system or radio with an FM antenna input (75 or 300 ohms). If students wish to receive both the radio and cable TV signals, they must use an inexpensive two-way splitter and the appropriate cables. For more information, contact station personnel at 654-1152.

Inter-Honorary Association Honoraries

Alpha Phi Sigma

Purpose: to encourage learning and community service, as well as to recognize high scholastic achievement.
Requirement: BA/BS students with a 3.25 average and 60 semester hours.
Adviser: Professor Rosemary Barra

Alpha Psi Omega

Purpose: to encourage excellence in theatre scholarship and production, as well as to recognize outstanding achievements in collegiate theatre.
Requirements: a 2.75 average or better, 3.0 in theatre, significant contributions to theatre production at the College, election to membership.
Adviser: Professor Gregg Stull

Alpha Sigma Lambda

Purpose: to provide an association for BLS (Bachelor of Liberal Studies) students who have demonstrated academic excellence at MWC.
Requirements:

a) regularly admitted students who have completed a minimum of 30 semester hours in regular credit courses (no transfer credits included) and who have not been awarded any baccalaureate degree.
b) the 30 semester hours shall include at least 15 semester hours outside the student's major field. These 15 hours should consist of credits in the liberal arts/sciences, and no applied arts or applied science courses can be included.
c) must have been in attendance at MWC for a minimum of 4 semesters.
d) must rank in the highest 10 percent of all those students who satisfy the requirements enumerated in a), b), and c) above; provided, however, that on a 4.0 scale, the minimum GPA shall not fall below 3.2.

Adviser: Ms. Mary Cullinan

Athletic Honor Roll

Purpose: to recognize MWC student athletes and varsity teams for academic excellence.
Requirements: to be listed on the Fall or Spring Athletic Honor Roll, a student athlete must achieve a 3.0 or better semester GPA. Varsity teams are listed in order of highest to lowest

combined GPA at the end of the academic year.
Adviser: Mr. Clint Often

Chi Beta Phi—National Honorary Scientific Fraternity
Purpose: to promote interest in science by scientific investigation, lectures by prominent scientists, papers prepared by regular members and general discussion.
Requirement: declared major in biology, chemistry, computer science, environmental science, geology, mathematics, or physics, with a 3.5 average (or 3.0 with faculty recommendation) in at least 20 semester hours of math and science at MWC, and a 3.0 overall GPA.
Adviser: Professor Judith A. Crissman

Eta Sigma Phi—Beta Nu Chapter—National Classics Honorary Fraternity
Purpose: to develop and promote interest in classical study.
Requirements: current enrollment in a classical language at the level of 202 or above or current enrollment in a classical language at any level with the previous completion of a classical language course at the level of 202 or above; previous completion of at least one classical language course and at least two additional courses that can be counted towards a Classics major; and a 3.5 average in all courses that can be counted toward a Classics major.
Adviser: Professor Angela L. Pitts

Gamma Theta Upsilon (Int'l Geography Honorary)
Purpose: to advance the status of geography both as an academic discipline and as a profession, and to recognize and encourage scholarship in this field.
Requirement: minimum 18 hours Geography, with at least 3.25 in major and 3.0 overall.
Adviser: Professor Dawn S. Bowen

Kappa Delta Pi-Nu Xi Chapter
Purpose: to promote the discipline of education through recognition of honor students who plan to teach.
Requirement: junior standing with a 3.0 average seeking Collegiate Professional Licensure.
Chapter Counselor: Professor Wendy H. Atwell-Vasey

Lambda Iota Tau-National Honorary Fraternity
Purpose: to recognize and promote interest in literary achievement.
Requirement: membership offered to students with 12 hours of literature with a 3.0 average in the major (200 or above) and a 2.8 average overall.
Adviser: Professor Mara N. Scanlon

Mortar Board-Senior Honor Society (Cap and Gown Chapter)
Purpose: to recognize and encourage scholarship and leadership, to provide service, to emphasize the advancement of the status of students, and to support the ideals of the College.
Requirement: senior, 3.0 overall average, election.
Adviser: Professor Dawn S. Bowen

Mu Phi Epsilon—National Honorary Music Fraternity
Purpose: to promote musicianship, scholarship, and a true bond of friendship.
Requirement: a 3.0 average or better in music, a 2.0 overall average, and election.
Adviser: Professor David J. Long

National Society of Collegiate Scholars
Purpose: to recognize academic excellence at MWC, and to promote scholarship, leadership, and service.
Requirements: nominees must be undergraduates who have completed 12 to 59 credit hours at MWC, and earned a cumulative GPA of 3.40 or higher.
Adviser: Dr. Raymond S. Tuttle

Omicron Delta Epsilon—National Economics Honorary Society
Purpose: to recognize and promote academic achievement in the study of economics.
Requirement: a minimum 3.25 average in at least 12 hours of economics and minimum 3.0 average overall.
Adviser: Professor Robert S. Rycroft

Phi Alpha Theta—National History Honorary Society
Purpose: to promote the study of history and to recognize those students who have exhibited excellence in that field.

Requirement: overall 3.0 average, 3.2 average in history.
Adviser: Professor William B. Crawley, Jr.

Phi Beta Kappa

Purpose: Phi Beta Kappa is a national society, now 200 years old, that recognizes the achievement of humane learning by students at the College. Its Greek motto translated signifies, "Love of wisdom, the guide of life." The objectives of this internationally recognized honor society are intellectual honesty and tolerance, range of intellectual interests, and encouragement of understanding—not merely knowledge. The local chapter, Kappa of Virginia, was installed in 1971, and each year it initiates a select group of junior and senior students.
Contact: Professor Robert S. Rycroft, or Professor Karen M. Anewalt

Phi Sigma Iota—National Honorary Modern Foreign Language Fraternity

Purpose: to recognize high scholastic achievement in foreign language study.
Requirement: students must have an overall GPA of 2.8 and a cumulative 3.3 in language courses above the intermediate. In addition they must have completed at least 9 credits above 200 level, excluding French 311-312, German 393 and Spanish 317-318, and be currently enrolled in a 300-level course or higher.
Adviser: Professor Elizabeth M.F. Lewis

Pi Gamma Mu—National Social Science Honorary Society

Purpose: to improve scholarship in the social studies, to inspire social service to humanity, and to promote mutual understanding among all people.
Requirements: 20 semester hours in social studies, a 3.0 average with no failures in any subject, and a 3.25 in major.
Adviser: Professor Bradley A. Hansen

Pi Mu Epsilon (Mathematics Honorary)

Purpose: to promote scholarly activity in mathematics among students.
Requirement: a junior mathematics major must have an average of at least 3.5 in the major and a 3.0 overall GPA. A senior mathematics major must have an average of at least 3.2 in the major and a 3.0 overall GPA.
Adviser: Professor Suzanne Sumner

Pi Sigma Alpha

Purpose: to recognize scholastic standing as well as stimulate scholarship and intellgent interest in the subjects of political science, international relations, public administration, and government. Pi Sigma Alpha is to be more than devoted solely to the election of honor students; it is encouraged to be a working organization throughout the academic year. It is to function as a significant part of the political science department in the promotion of worthwhile co-curricular activities related to public affairs.
Requirements: juniors and seniors who have successfully completed 12 upper-level semester hours of work in political science, international relations, public administration, or government courses; maintenance of at least a 3.0 overall GPA, and at least a 3.2 GPA in the 12 or more upper-level semester hours in the major.
Adviser: Professor Stephen J. Farnsworth

Psi Chi—National Society in Psychology

Purpose: to advance the science of psychology; to encourage, stimulate, and maintain the scholarship of the individual members in all fields, especially in psychology.
Requirement: BS or BLS psychology majors who have GPAs of at least 3.20 overall, and 3.30 in all graded MWC psychology courses, and who have completed at least 15 hours of psychology courses, including PSYC 100, General Psychology.
Adviser: Professor Miriam N. Liss

Regional Scholars Organization

Purpose: to promote scholarship through educational, cultural, and social activities for the College community.
Requirement: selection as a Regional Scholar

Sigma Beta Delta—National Honor Society for Business, Management, and Administration

Purpose: to provide the opportunity for scholarship recognition in degree granting programs in Business Administration.
Requirements: must be a full-time junior or senior ranking in upper 10% of graduating class.
Adviser: Professor Galen F. deGraff

Sigma Pi Sigma
Purpose: This is the honorary section of the Society for Physics Students (SPS).
Requirements: Student (generally a Physics major) must have a GPA of 3.0 overall and 3.5 in the Physics major in order to be inducted.
Adviser: Professor Bulent I. Atalay

Upsilon Pi Epsilon – Theta Chapter – International Honor Society for the Computing Sciences
Purpose: to recognize academic excellence at both the undergraduate and graduate levels in the computing sciences.
Requirements: a declared major in Computer Science, at least 72 semester hours completed, with 18 semester hours in Computer Science, a GPA of at least 3.25 in Computer Science and 3.0 overall. Graduates, who at the time of completion of degree requirements in Computer Science satisfied the GPA and class rank requirements, shall also be eligible for election to membership in this Society. Students and graduates who do not qualify under these provisions, but whose achievements in and contributions to the computer and information science field qualify them, in the view of the Membership Committee, shall also be eligible for election to membership.
Advisers: Professor Jennifer A. Polack and Professor Rita M. D'Arcangelis

Who's Who Among Students in American Universities and Colleges
Purpose: to recognize individual excellence in scholarship, leadership, and service.
Requirements: juniors and seniors who have good academic standing, co-curricular involvement, and community service that is above average.
Nominating Committee Chair: Mr. Cedric B. Rucker

Foreword

This *Handbook* has been prepared so that Mary Washington College students may have a better understanding of their institution and its rules and regulations. It contains material about what the student may rightfully expect from the College and what the College may rightfully expect from the student. No publication may anticipate and cover all situations that may arise, but most matters are covered, at least in principle, in the *Handbook*. Each student is responsible for becoming thoroughly familiar with its content, and it will be assumed that this responsibility has been met and that all students have been informed of policies and regulations.

Policies noted in this Handbook are intended to be in effect for the entire year; however, MWC reserves the right to revise existing policies or implement new policies if necessary. Interpretation of matters in this *Handbook* is the responsibility of the Vice President for Student Affairs and the President of the Student Government Association. The President of the College has final authority regarding interpretation.

Mary Washington College is a community of scholars. As such, it must have rules and regulations so that each member of the community may live and work in a comfortable and productive environment. Because the College community is not isolated from other larger communities, it is also necessary for the entire College community, including each member of the faculty, staff, student body, and administration, to abide by applicable federal and state laws. An environment of mutual trust is essential to the well-being of an academic community. As a result, the Honor System was created and has functioned successfully for many years on the campus of Mary Washington College. The philosophy of the Honor System, the Honor Constitution, and related policies and procedures are described in this *Handbook* so that each member of the College community will understand fully his or her responsibility to the system.

MWC Mission Statement

Purpose of the Institution

Mary Washington College, as a predominantly residential and primarily undergraduate, limited-enrollment institution of the liberal arts and sciences, is distinctive within the Virginia system of higher education. Emphasis upon excellence in the pursuit of liberal learning has traditionally been at the core of the College's educational philosophy. Commitment to this concept will continue in the years ahead.

The College maintains that a broad liberal education—that is, one based upon freedom of inquiry, personal responsibility, and intellectual integrity—is the best preparation for citizenship and career. Thus the goal of the instructional and experiential program is to offer to students courses of study and co-curricular opportunities which together provide them with a sound general education, enhance their understanding of their responsibilities as citizens in the broader community, and develop the skills necessary for creative and productive lives.

Toward the achievement of those goals, the College requires its undergraduates to pursue broad studies in the arts, the humanities, and the sciences as a necessary supplement to concentration in a particular field. Moreover, consistent with the principles of liberal learning, the College places high value upon cultural diversity and global awareness, and seeks through its curricular offerings to reflect that diversity and promote that awareness.

The College regards the provision of high-quality instruction as its most important function. The role of faculty research and scholarly endeavor in this context is to maintain the vitality of teaching, and, accordingly, the College encourages such research and scholarship. Furthermore, it especially encourages the participation of undergraduates in research.

How the College Operates

MWC Board of Visitors

Mary Washington College is a public corporation which by statute is governed by the Board of Visitors, one member of which is elected every two years to serve as Rector. Comprised of twelve members appointed by the Governor of Virginia, the Board is empowered to accomplish the mission and purpose of the College and to promote the general welfare of the institution. Some of the specific responsibilities of the Board of Visitors include appointing the President, determining institutional policies, setting faculty salaries, fixing tuition and fees, awarding degrees, and approving changes to the Honor System and the curriculum.

The appointment of the Board of Visitors is set forth by the Code of Virginia which requires that Board appointments be confirmed by the General Assembly. In addition, at least six members of the Board must be alumni of the College, and no more than three may be non-residents of Virginia. Each member serves a term of four years and may be eligible for reappointment to one successive term.

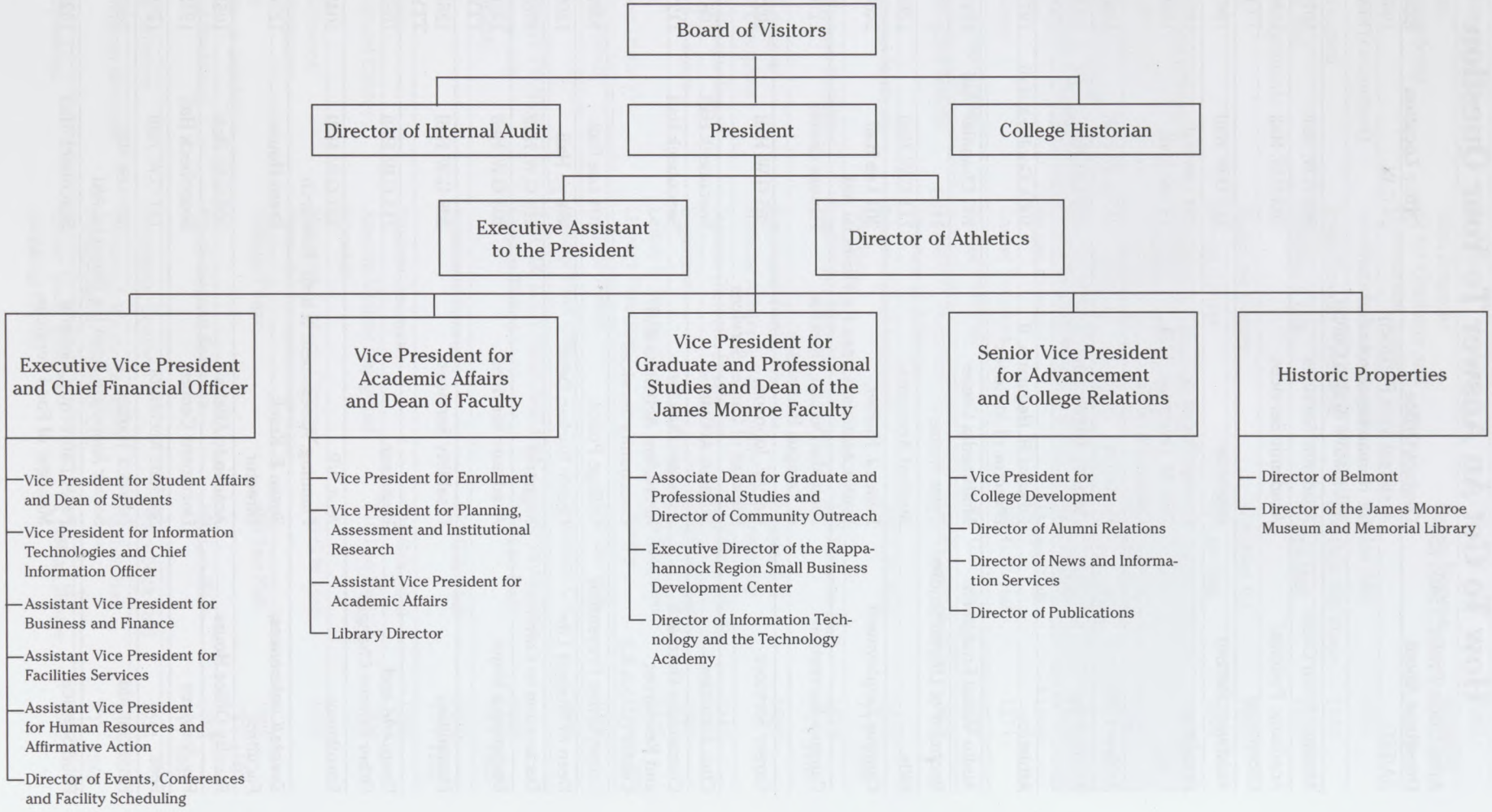
MWC Administration

Mary Washington College, like all educational institutions, is an amalgam of programs and services that blend to make an academic community. This community is directed by the President who is the chief executive, administrative and academic officer of the College.

Appointed by and responsible to the Board of Visitors, the President administers the policies of the Board and recommends for its adoption policies and programs that promote the interests of the College. The President is charged with exercising the necessary general authority and control over the institution's assets, affairs, and programs to ensure conformity of the College's operation with established policies. In addition, the President is responsible for the regulations of the various aspects of student life at the College, including student discipline.

The administrative officials and faculty are responsible to and recommend policy changes to the President. Although the President is responsible to the Board of Visitors for the overall administration of the College, he has delegated to the senior level administrative officers authority to administer various functions and operations of the College. (See organizational chart on next page.)

Mary Washington College 2003-04 Organizational Chart



How To Get An Answer To Your Question

Area Code/Prefix: (540) 654-

Questions About	Contact/Office	Office Location	Extension
AA/EEO	Assistant Vice President for Human Resources and Affirmative Action Officer	24 G.W.	1046 TTY 1104
Absence From Class	Academic Services	203 G.W. Hall	1010
Academic Policies/ Exceptions	Academic Services	203 G.W. Hall	1010 TTY 1102
Academic Record	Registrar	215 G.W. Hall	1063
Accidents	College Police or Ilma M. Overman, M.D., College Physician	104 Lee Hall 19 Lee Hall	1025 1040 TTY 1103
Address Changes	Registrar	215 G.W. Hall	1063
Admissions	Dean of Admissions	201 Lee Hall	2000 TTY 1105
Athletics	Edward H. Hegmann, II Director of Athletics	106A Goolrick Hall	1876
Audio Visual Equipment	Multimedia Center	105 Chandler Hall	1014
Bachelor of Liberal Studies	Tyler House	1120	
Bills	Student Accounts	111 G.W. Hall	1289
Campus Employment	Debra J. Harber, Senior Associate Dean for Financial Aid	301 Lee Hall	2468
Campus Recreation	John MacDonald, Director of Campus Recreation	Fitness Center	1126
Career Services	Gary F. Johnson, Director of Career Services	305 G.W. Hall	1022
Club Activities	Student Activities	Seacobeck Hall	1061
Community Outreach and Resources Center (C.O.A.R.)	Associate Director of Student Activities and Community Services	Seacobeck Hall	1122
Crime/Crime Prevention	College Police	104 Lee Hall	1025
Dean of Student Life	Cedric Rucker, Dean	Marye Hall	1200
Declaration to Continue	Registrar	215 G.W. Hall	1063
Declaring a Major	Academic Services	203 G.W. Hall	1010 TTY 1102
Disabilities	Disability Services	209 G.W. Hall	1266 TTY 1102
Drop/Add and Other Course Changes	Registrar	215 G.W. Hall	1063
Enrollment	Asst. VP Planning, Assessment & Insti. Research	307 G.W. Hall	1048
Events/Conferences/ Facilities	Susan E. Knick, Director	Brent House	1234
Faculty Office Hours	Academic Affairs	309 G.W. Hall	1052
Fax Services	Document Center	Seacobeck Hall	1935
Fees	Student Accounts	111 G.W. Hall	1289
Financial Aid	Debra J. Harber, Senior Associate Dean for Financial Aid	301 Lee Hall	2468
Food Service	Peter Labrecque, General Manager of Food Services	Seacobeck Hall	1029

Grade Reports	Registrar	215 G.W. Hall	1063
Graduate and Professional Studies	Meta Braymer VP for Graduate and Professional Studies	James Monroe	286-8020
Help Desk (computers)	Information Technologies	Trinkle B40	2255
Honor Council	Brian Reagan, President	Lee Hall, 4th Floor	1144
Housing and Room Assignments	Residence Life	Marye Hall	1058
ID Cards	EagleOne Center	Woodard C.C.	1005
Illness	Health Center	19 Lee Hall	1040
Information HOTLINE	(for College activities and weather-related closings)		654-2424
Information, Student Numbers	Information Desk	Woodard Campus Center	1121
Information, General	College Switchboard	104 Lee Hall	1000
Insurance	Health Center	19 Lee. Hall	1040
Internships	Career Services	305 G.W. Hall	1271
Interviews/Recruiters	Career Services	305 G.W. Hall	1022
Intercollegiate Sports	Edward H. Hegmann, II, Director of Athletics	106A Goolrick Hall	1876
International Students	International Academic Services	203 G.W. Hall	1010 TTY 1102
James Farmer Scholars	Leah Cox, Director	101 Monroe Hall	1512 TTY 1102
Judicial Affairs/ Student Discipline	Raymond Tuttle, Director Judicial Affairs & Community	Marye Hall Responsibility	1660
Judicial Review Board	Jessica Bielecki, President	Lee Hall, 4th Flr.	1142
Leave of Absence	Registrar	217 G.W. Hall	1063
Library (Simpson Library)	LeRoy S. Strohl, III, Library Director	200 Simpson Library	1125 (Press "0")
Lost and Found	College Police	104 Lee Hall	1025
Mail	College Post Office	Woodard C.C.	1049
Maintenance Problems Emergency only (after hours)	Asst. Director/Head Resident College Police	Individual Halls 104 Lee Hall	1025 TTY 1103
Majors	Academic Services	203 G.W. Hall	1010 TTY 1102
Meal Plans	Student Accounts	111 G.W. Hall	1289
Multicultural Center	Ameeta Vashee Rajagopal Director	210 Lee Hall	1044
News Releases/ Media Relations	Margaret L. Mock, Director News & Information Services	310 G.W. Hall	1055
Parking (permits or tickets)	College Police	104 Lee Hall	1025 TTY 1103
Personal Problems	Psychological Services	100 Lee Hall	1053 TTY 1949
Printing Services	Document Center	Seacobeck Hall	1051
Psychological Services	Barbara J. Wagar, Director Psychological Services Ctr.	100 Lee Hall	1053 TTY 1949
Public Speaking	Esther Yook, Director Speaking Center	1 Fairfax House	1347

Recreation and Intramurals	John MacDonald, Director of Campus Recreation	Fitness Center	1126
Recycling	Joni Wilson, Recycling Program Manager	Facilities Services	2089
Registration	Registrar	215 G.W. Hall	1063
Religious Ministries	Baptist Student Union (Rev. Susan Blanchard) Campus Christian Community (Pastor Azzarito) Catholic Student Assn. (Father Ron Escalante) Fellowship of Christian Athletes (Bob Liebau) Hillel (Jewish culture) (Marsha Zaidman) Intervarsity Christian Fellowship (Tracy Ennis) tracydennis_99@yahoo.com Islamic Student Assn. (Dr. Aminrazavi)		371-3970 373-9255 373-6746 654-1874 654-1319 654-1341
Research Assistance	Reference Librarian	Library Office	1148
Residence Life	Central Office	Marye Hall	1058
Resumes	Career Services	305 G.W. Hall	1022
Sexual Assault Services	Residence Life staff, College Police (x1025), Psychological Services Center (x1053), Health Center (x1040), or Rappahannock Council Against Sexual Assault (371-1666).		
Sports Information Hotline	106B Goolrick Hall	2692 (2 MWC)	
Student Conduct Hearing Board		Marye Hall	1660
Student Discipline/ Judicial Affairs	Raymond Tuttle, Director Judicial Affairs & Community Responsibility	Marye Hall	1660
Student Government Association	To Be Elected, Pres.	Seacobeck Hall	1150
Student Life	Cedric Rucker, Dean	Marye Hall	1200
Study Skills Workshop	Academic Services	203 G.W. Hall	1010 TTY 1102
Studying Abroad	International Academic Services	203 G.W. Hall	1010 TTY 1102
Substance Abuse Services Information	Psychological Services Center	100 Lee Hall	1053
Summer Session	Registrar	215 G.W. Hall	1063
Summer Transition Program	Ameeta Vashee Rajagopal Multicultural Center	210 Lee Hall	1044
Telephone/Voice Mail/ Television/Cable	MWC Voice Services	Hamlet House	2287
Transcripts	Registrar	215 G.W. Hall	1063
Transfer Credits	Registrar	215 G.W. Hall	1063
Tutoring	Academic Services	203 G.W. Hall	1010
Volunteering	C.O.A.R.	Seacobeck Hall	1122
Wellness Programs/ Peer Education	Timmye Ross, Nurse Practitioner	19 Lee Hall	1040
Withdrawal from the College	Registrar Student Accounts	215 G.W. Hall 111 G.W. Hall	1063 1289
Writing Center	Jane Gatewood, Director	107-A Trinkle Hall	1036

College Services





College Services

Academic Services

The Office of Academic Services offers a variety of academic support services for MWC B.A./B.S./BLS students. Three subsidiary offices—Career Services, Disability Services, and International Academic Services—and academic advising and assistance for students of color complement this general academic support. Students with either **general** questions about degree requirements and academic regulations or with **individually specific** questions—about academic programs, advising, major declaration, tutoring, incompletes, and any special academic circumstances—should consult their faculty advisors and the staff of Academic Services. Exceptions to all academic regulations and deadlines are made through this office. The *Dictionary of Academic Regulations*, an annual compendium of the College's academic policies and procedures, is available to all MWC students on-line and in GW 207. For further information, please contact the Office of Academic Services (Voice, 540-654-1010; TTY, 540-654-1102).

Banking

There is an ATM machine operated by the Virginia Credit Union (VACU) in the Woodard Campus Center. The Student Government Association Treasurer maintains a check-cashing program during his/her office hours. In addition, there are a number of local bank branches within walking distance of the College. Activating the debit card feature of the EagleOne ID card is very helpful on campus with the Bookstore, laundry, vending and copying machines.

Bookstore

The College Bookstore, located in Lee Hall, sells textbooks used in the academic program. It also carries related instructional materials, office supplies, clothing, gifts, and other College memorabilia. A large department is devoted to general reading books, including current novels, classics, and recommended outside reading. The department carries the "bestseller" list and selected monthly titles at special prices. The Bookstore is open Monday through Friday, 9-5, and has extended hours at the beginning of each semester and for special College events.

The Little Store, located next to and run in conjunction with the Bookstore, is open Monday through Thursday, 8-7, Friday 8-5, and on Saturdays, 10-4, during the school year. It carries greeting cards, electronics, health and beauty aids, sundries, food and beverages, clothing, memorabilia, and office supplies. It also provides a film developing service and sells magazines and newspapers.

Campus Center (Woodard Campus Center)

The Woodard Campus Center is a focus of daily student life at the College. The recreation room/lounge with pool tables, air hockey, foosball and internet stations, along with the post office, student mailboxes, the Eagle's Nest food court, and the commuting students' lockers all generate a constant flow of students. Musicians, comedians, and other entertainers perform in both the Eagle's Nest's intimate setting, and at dances/parties in the Great Hall.

The Office of Student Activities and Community Service (OSACS) is located in Seacobeck Hall, 654-1061. Student organizations use this office to coordinate the use of College facilities and arrange logistics for activities.

Campus Recreation

Through a comprehensive recreation, sports and fitness program, Campus Recreation provides opportunities for all members of the College community to acquire lifelong leadership, fitness, and leisure skills which complement and support intellectual and interpersonal skills.

Campus Recreation provides these opportunities through intramural sports leagues, tournaments, special events, club sports, and aerobics classes. Numerous job openings allow students to work within the department as program supervisors, aerobics instructors or sports officials.

Career Services

The Office of Career Services coordinates a comprehensive program of workshops and activities designed to assist students as they choose their majors, develop their career plans, and seek employment. Included are:

- E-Recruiting: Internet-based program listing jobs and internships, on-campus interviews and resume referral.
- Choosing a Major workshops.
- Individual career counseling: assist students individually with choosing a major, determining which career(s) to pursue, conducting a job search, pursuing graduate school, and other career-related issues.

- Computerized self-assessment and occupational information system (FOCUS).
- Career Resource Center:
 — occupational information on a wide variety of career fields
 — Informational Interview database which lists alumni, by career field, who are willing to discuss their occupations/graduate school experience
 — resources for job search assistance, i.e., resume and cover-letter writing; interviewing strategies
 — federal government information
 — graduate school information including financial assistance
- Academic Internship Program: a graded, credit-bearing work program for qualified students. (Freshmen and sophomores can do internships, but not for academic credit.)
- Workshops such as "Resume Writing," "Interviewing Skills," and "Graduate School"
- Videotaped mock interviews with employers, and resume critiques
- Alumni/Student networking receptions
- Career Search: a computer software program which lists over 900,000 organizations by industry, size, and geographic location (also lists contact names for specific departments to target resumes). Available through all on-campus computers.
- Externship Program: one to five day "shadowing" experience with a professional.
- Credential file service: students and alumni can set up files which include letters of recommendation and unofficial transcripts to be sent to prospective employers and graduate schools.
- Employer Fair: this program features representatives from business, government, education, and the non-profit sector who will discuss career options within their organizations.
- Careers and Majors Day: this program brings alumni on campus to talk with students individually and in small groups about their career fields.
- Monster Trak: Internet job listing site.

Change of Address

A student must report a change of address immediately so that the College can notify proper persons in cases of emergency, and correctly mail grade reports, billings, and other correspondence. Also, students are responsible for checking mail regularly. Mail sent to the campus post office box or to an address in the Registrar's records shall constitute proper notification.

A change in address occurring **before the beginning of the academic session** should be reported to the Office of Admissions, Lee Hall.

A change in address used by a student (P.O. Box, Local Residential, Permanent Home Address, Billing Address) which occurs **after the beginning of the academic session** should be reported to the Office of the Registrar, Room 215, George Washington Hall.

A change in the billing address should be reported to the Office of Student Accounts, Room 111, George Washington Hall.

College Police

The primary function of the Office of College Police is to protect students and College facilities, to enforce College rules and regulations, and to aid in promoting safety and order on campus. The officers comprising the force have powers of arrest both on and off the campus for any violation of the Code of the Commonwealth of Virginia and to charge students for violation of College regulations. The office is located in Room 104, Lee Hall, and has personnel on duty 24 hours daily. For non-emergency matters, call 654-1025. Emergency telephones are located in all College elevators, inside the academic buildings, and at various outside locations on the campus. From the emergency phones, simply lift the receiver and wait for the office to answer (unless otherwise indicated on the phone).

IN CASE OF AN EMERGENCY ON CAMPUS, DIAL 777 ON ANY COLLEGE TELEPHONE EXTENSION TO REACH THE OFFICE OF COLLEGE POLICE.

Mary Washington College is in full compliance with all provisions of the Crime Awareness and Campus Security Act of 1990. The Office of College Police submits monthly Uniform Crime Reports. Complete statistics of crimes and attempted crimes reported to the College Police are available upon request.

Community Outreach and Resources (COAR)

COAR provides opportunities for an active exchange of service and learning through community involvement. COAR exposes the College community to individual and cultural differences while fostering a commitment to action. By offering comprehensive service, reflection and awareness programs, COAR prepares students for lives as active citizens and lifelong learners.

COAR Council positions are leadership opportunities for students interested in working with community programs for children, older adults, people with disabilities, the environment,

hunger, housing, and other issue areas. COAR student staff help faculty integrate service-learning into the curriculum by facilitating academic service placements in the community.

If you are interested in community involvement and leadership, please visit COAR, located downstairs from the Rose Room entrance of Seacobeck Hall, 654-1122.

Commuting Student Services

Lockers: Lockers are available, free of charge, in the Woodard Campus Center for commuting students. Locker assignments can be requested from the Student Activities office, Seacobeck Hall. Priority is given to full-time degree-seeking students.

Severe Weather: In the event of severe winter weather, commuting students may contact the Residence Life office to arrange for temporary overnight housing.

Lounge: The Tan Room located between the Great Hall and the front staircase of the Woodard Campus Center (across from the Red Room) is dedicated as a lounge for commuting students. It is equipped with comfortable sofas and chairs and has an adjacent small kitchen area with refrigerator and microwave.

Health Center: Full-time commuter students may obtain Health center privileges by paying a fee each semester through the office of Student Accounts.

Psychological Services Center: Psychological services are free to all full-time, degree seeking students.

Meal Plans: Commuters are eligible for a special 5-meal plan in addition to any of the traditional meal plans. Meal plans can be arranged through the office of Student Accounts.

Council on AAEEO and Community Values

The Council's mission is to sustain and enhance an atmosphere which promotes acceptance of people who differ from each other in any way. While no institution can "legislate" tolerance and acceptance, it is possible to make it very clear that anything less than equal and fair treatment of all individuals is simply unacceptable. Mary Washington College is committed to providing an environment in which all people are treated equally so that the best in each of us can be nourished and allowed to thrive.

Mission Statement: The Council's mission is to foster a learning and work environment in which diversity, fairness, respect, and personal and institutional integrity are valued; to lend financial assistance to projects and events that support inclusiveness, tolerance, and an awareness of community values on campus; and to invite input from the College community on how these goals can be reached, and on issues and initiatives that impact the recruitment and retention of people of color.

Membership: The Council meets regularly during the academic year and invites all members of the campus community to participate in its open discussion forums. The Council is advisory in nature and composed of College administrators, faculty, and staff. The Council will recommend to the President annually, or as appropriate, possible courses of action.

The Council is provided a budget each year to fund activities which promote and support its mission. Various campus organizations, groups and/or individuals may apply for funding in the fall and spring semesters of each academic year. There are several administrative offices on campus which provide resources to students. These offices include: Residence Life & Housing, Student Life, Student Affairs, College Police, Psychological Services Center, Human Resources (AAEEO), and the Health Center. Information on these and other resources can be found elsewhere in this *Handbook*.

Disability Services

The Office of Disability Services coordinates reasonable accommodations for qualified students with documented disabilities, advocates for an accessible learning environment, and promotes self-determination on the part of the students they serve. The office ensures compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students have the right to choose whether or not to disclose their disabilities. However, in order to receive accommodations, students must contact the Office of Disability Services and provide appropriate professional documentation of a disability. The office maintains the confidentiality of disability documentation but limited information may be shared with MWC faculty and staff on a need-to-know basis.

Disabling conditions may include (but are not limited to) chronic health impairments, visual impairments, hearing impairments, mobility impairments, psychiatric conditions, learning disabilities, and attention deficit disorder. The Office of Disability Services determines accommodations on a case-by-case basis. Some of the more common accommodations are extended test time, note taking assistance, distraction-reduced testing sites, taped books, sign language interpreters, air conditioned residence hall rooms, and electronic screen readers.

Dining Services

Dining Services at MWC offers quality, variety and flexibility. Each of Seacobeck's Restaurants offers a different ambience and style of food. The Eagle's Nest in Woodard Campus Center is a food court with a medley of specialty venues.

Meal plans are offered to meet varying needs, including the 15-meal plan, 9-meal plan, and the "Super" meal plan which offers an unlimited number of meals per week at the Restaurants at Seacobeck. Special meal plans are offered to commuting students and residents of The Apartments.

Each plan is designed so students may enjoy all their meals in the Restaurants at Seacobeck. Since the 15-, 9- and 5-meal plan are restricted to those numbers of meals per week, for added flexibility meal allowance credits are associated with those plans which may be used at the Eagles Nest.

All of the meal plans also include a prepaid declining balance account – "Flex" credits. The amount of "Flex" credits varies with each meal plan. "Flex" credits may be used to pay the balance of purchases that exceed meal equivalency, or for an entire meal. "Flex" may also be applied towards catered events offered by Dining Services.

Vegetarian and Vegan menu offerings are available at each meal period daily. To access the day's or week's menus, students on campus may dial 2EAT.

Restricted diets: The Dining Services staff will make every effort to accommodate students with special dietary needs. Please contact them at 540-654-1029, or visit their office in Seacobeck Hall.

Additional information about meal plans, dining or catering services may be obtained by contacting The Restaurants at Seacobeck at 654-1029 or by viewing the web site at www.mwc.edu/dine.

Dining Hall Rules

1. An MWC EagleOne card must be presented for admission to the Restaurants at Seacobeck. Each student must have an EagleOne card. Damaged or altered cards will not be accepted. Report lost cards to the EagleOne Center, lower level of Woodard Campus Center.
2. Improper use of an EagleOne card in Dining Services, i.e., transferring, loaning or using another person's EagleOne card, is a violation of the Honor Code.
3. Food served in The Restaurants at Seacobeck is to be consumed in the dining area(s). Transporting food out of Seacobeck in secondary containers (plates, cups, bowls, and glasses) is not permitted. No utensils, serving dishes, or any other equipment may be removed from Seacobeck without permission of the management. For guests experiencing scheduling difficulties, take-out containers may be obtained at the cashier's stand; however, take-out containers are not available to those on the "Super" meal plan.
4. Seconds will be permitted except on premium meals.
5. Shoes and shirts must be worn at all times.
6. Students are strictly prohibited from having backpacks in Seacobeck dining rooms.
7. Seacobeck will be open ONLY during eating hours. The Dining Hall will close one-half hour after the last serving line closes. At this time, all students will be expected to leave. No studying or loitering will be permitted.
8. No guest will be permitted to eat unless proper payment has been made or a valid EagleOne Card has been presented. Abuse of guest privileges will result in immediate disciplinary action.
9. Malicious mischief and destructive conduct may result in the loss of Dining Hall privileges. Food throwing and other such behavior are representative of improper conduct (i.e., food fights; pyramids) and will be referred to the Judicial Review Board.

Hours of Seacobeck Dining Hall

Monday-Friday

Breakfast	7:15 a.m.-10:00 a.m.
Continental	10:00 a.m.-10:30 a.m.
Lunch	10:30 a.m.- 4:00 p.m.
Dinner	4:00 p.m.- 8:00 p.m. (closes Fridays at 7 p.m.)

Saturday

Continental	8:00 a.m.-10:00 a.m.
Brunch	11:30 a.m.- 2:00 p.m.
Dinner	4:00 p.m.- 6:30 p.m.

Sunday

Continental	9:30 a.m.-11:00 a.m.
Brunch	11:30 a.m.- 2:00 p.m.
Dinner	4:00 p.m.- 7:00 p.m.

A valid ID card must be presented for admittance at meal time.
Residential students may bring guests to the Dining Hall and purchase meals upon entering the facility.

Flex Meals in Seacobeck

Breakfast	$3.25
Continental	$2.25
Brunch	$6.50
Lunch	$4.50
Dinner	$6.50

Eagle's Nest

The Eagle's Nest, located in Woodard Campus Center, is open to all members of the College community and their guests. The Nest is a food-court style cash operation where students having a meal plan can also use their flex credits or meal equivalency for purchases. A number of specialty shops highlight the Eagle's Nest's wide selection of food:

Hours of the Eagle's Nest

Monday-Friday	7:30 a.m. - 11:00 p.m.
Saturday	12:00 noon - 11:00 p.m.
Sunday	2:00 p.m. - 11:00 p.m.
Thursday-Saturday (late night)	11:00 p.m. - 2:00 a.m.

Dining Hall—Presidential Advisory Committee

The Presidential Dining Hall Advisory Committee was initiated by and is advisory to the President of the College to promote the maintenance of a high quality College food service and dining facility.

The Committee is comprised of two students from each class, a student employee supervisor, a student employee in Seacobeck and one in the Eagle's Nest, a student Senator, the Dean of Student Life, a faculty member, the Director of Auxiliary Services, and the Food Service Director.

Student appointments are recommended by the Student Government Association President to the President of the College who makes the final appointments.

Document Center Services

General Information

The College Document Center is located in the basement of Seacobeck Hall beside the Rose Room and is open M-Th, 8a.m.-7p.m.; Fri., 8a.m.-5p.m.

Services

- Copies, 5 cents (standard 8.5 x 11 black & white)
- Fax service (incoming/outgoing)
- Transparencies/overheads
- 11x17 posterboard (assorted colors)
- Comb-binding

Price lists are available at the Document Center.

Payment Methods

Students may pay by EagleOne dollars, cash or check for charges of $5 or more. If students have an account number through a College club or department, this may be used for payment.

Coin-Operated Copiers

Coin-operated copiers (15 cents cash/10 cents E/O card) are located in three areas.

- Simpson Library (two)
- Trinkle, outside the Writing Center
- Lee Hall, outside Bookstore

Assistance

Please stop by in person or call the Document Center staff at 654-1051 if you need assistance.

Emergency Telephones

How it works: Outdoor Locations (Blue-light Phones)

Emergency telephones at outdoor locations are topped by a blue light for ease in locating at night. To use, simply press the button and hold while your call is automatically forwarded to the police operator who will respond. State the type of assistance required, and follow the instructions from the dispatcher.

Note: The emergency telephones located inside the fence at the tennis courts and at the loading dock of the physical plant building do not automatically ring into the Police Office, but can be used for calling any location on campus. You must dial 777 from these phones to reach the police.

If you cannot speak or hear, simply press the button or lift the receiver off the hook and stay at the telephone. Caller ID will identify your position and an officer will be dispatched.

How it works: Indoor Locations (Red Telephones)

To activate a red emergency telephone, lift the receiver off the hook and hold while your call is automatically forwarded to the police operator. State the type of assistance required, and follow the instructions from the dispatcher. If you cannot speak or hear, simply lift the receiver off the hook and stay at the phone. Caller ID will identify your location and an officer will be dispatched.

How it works: Any Campus Telephone

To contact the Police Office for an emergency, **DIAL 777** from any campus extension. If you cannot speak or hear, simply stay on the phone as noted above.

Emergency Telephone Locations

All academic and administrative building elevators
All academic buildings in various locations (red telephones)
All residential buildings; parking lots, various walkways (blue light phones)

Employment

The College offers many opportunities for part-time employment. Positions such as those in the library, residence halls, student activities, and faculty offices, pay approximately $765 to $2000 for the nine-month session depending upon job responsibility and the number of hours worked.

Inquiries about campus employment should be addressed to the Office of Financial Aid, Lee Hall, Fredericksburg, VA 22401-5358.

Employment also is available with the dining hall on campus. Contact Wood Company directly at 654-1029.

Escort Service

An after-dark student-operated safety escort service is provided, upon request, to students who wish to be transported back to the campus after parking in one of the following lots: Battleground, Hanover St., Sunken Rd. North and South, Thornton St., William St., and College Ave.; or from an academic or administrative building back to the residence hall. Students may stop by the College Police Office, or contact the escort service there by using the parking lot emergency phone, or by calling x1129 from any campus telephone during escort service hours, or x1025 at other times.

Upon request, College Police will provide campus escort service in inclement weather to students with physical disabilities. A student with a disability may want to request an earlier arrival time to his or her destination than usual as escort services could be delayed by emergency situations.

During the academic year the student-operated escort service operates from dusk to 1 a.m. Monday through Wednesday, and from dusk to 3 a.m. Thursday through Sunday. An escort is always available after dark, unless emergency conditions prevent a police response.

If in a parking area, the student should use the emergency phone to call and then stay in a locked auto or a well-lighted area until the escort arrives. Calling in advance of arrival is the best procedure.

Financial Assistance

The College offers many opportunities for student financial aid: scholarships and grants, loans, and student employment. Students wishing to be considered for student financial aid must file the Free Application for Federal Student Aid (FAFSA) by the preferred filing date in the spring.

The College also has some limited funds available for short-term loans to students who can demonstrate an emergency need for funds. Although student financial aid awards are normally made in late spring or early summer for the coming academic session, any student whose financial situation changes dramatically for unexpected reasons should always feel free to contact the Office of Admissions and Financial Aid to see if some assistance might be available.

Health Center

The Student Health Center is located in the lower level of Lee Hall and offers diagnosis and treatment of most common medical problems. (Prolonged treatment, involved tests for complex symptoms, specialty services and routine physical examinations are referred to the family physician at home or to appropriate specialists in the Fredericksburg area.)

The Health Center medical staff includes a full-time physician, a full-time nurse practitioner, two full-time registered nurses and two part-time registered nurses. Health Center hours are 8:30 a.m. to 6:00 p.m., Monday through Friday, and students can be seen by the College Physician or the Nurse Practitioner on a walk-in basis or by appointment during specified office call hours daily. At other times during Health Center hours of operation students may be seen by one of the staff nurses and arrangements for care made. Medical emergencies occurring at times when the Health Center is closed should be handled by calling Health Link (899-1000) or by contacting a resident assistant, assistant director of Residence Life, or the College Police.

Other services offered by the Health Center include the Mary Gilson Memorial Self-Care Center where students with minor medical complaints may assess their own symptoms and, using available instructions, select the appropriate over-the-counter medication to relieve those symptoms; an Allergy Injection Clinic; and a weekly Birth Control Clinic.

Arrangements for routine, emergency or specialized dental care by local dental specialists can be made through the Health Center.

Medications prescribed by the College Physician or Nurse Practitioner are obtained from a local pharmacy under contract to the College and are billed to the parent or guardian unless other arrangements are made. Several insurance prescription plans are honored by the pharmacy but in order to take advantage of this a copy of your prescription plan must be on file at the Health Center. Medications prescribed by a private physician may also be filled through the Health Center.

Medical excuses for classes missed due to illness will not be issued unless a student was seen and treated in the Health Center during or just prior to the class(es) missed.

Use of the Student Health Center is available to all full-time residential students. Full-time commuter students may obtain Health Center privileges by paying a fee each semester through the Office of Student Accounts. All incoming residential students and those commuting students who apply for Health Center privileges must have on file in the Health Center a completed health form recording the results of a recent physical examination (must have been performed within five months prior to the first semester of enrollment). All full-time students (residential and commuting) must have a complete immunization history on file in the Health Center. If these records are not completed and submitted to the Health Center, the student will not be allowed to register for classes for the following semester, and semester grades will not be released. **All medical records on file in the Health Center are considered confidential and will not be released without written permission of the student or a court order.**

Transportation to the Health Center can be arranged by calling the nurse on duty at x1040.

Health Insurance

To be protected from financial loss caused by an accident or sickness, it is highly recommended that all students belong to a health insurance program.

Students may be covered under their family policy, an individual policy, or the student insurance program available through the Health Center, 654-1040.

Information Hotline

The Office of College Relations maintains an up-to-date "Information Hotline" at 540-654-2424, which lists College events that are open to the public as well as schedule changes due to weather.

In addition, on the MWC Home Page, the Office maintains a "Campus Advisory" link with detailed information and an archive of advisories affecting the campus community. "Advisory" content is authorized by the offices of the President and Executive Vice President.

International Academic Services

Students seeking information regarding International Academic Services/Study Abroad, or international students who need assistance, should contact the Office of International Academic Services GW 207. More information is available in the *Dictionary of Academic Regulations.*

James Farmer Multicultural Center

In 1998, the Multicultural Center was re-named the James Farmer Multicultural Center for Civil Rights leader and Mary Washington College Professor James Farmer (1920-1999). The Center has a twofold mission of supporting underrepresented students and promoting cultural diversity. The Center assists students, faculty and staff in the development and implementation of programs and supportive services for minority students. Students receive initial intake and advising services and later are referred to appropriate campus resources for further assistance. The Center also promotes cultural diversity on campus through a variety of programs including the Cultural Awareness Series, Black History Month, National Hispanic Heritage Month and the Multicultural Fair.

Student organizations with an ethnic focus are supported by the Center. Student leaders receive program assistance and leadership development from the Center through regular meetings and attendance at various regional conferences. The James Farmer Multicultural Center is located in Lee Hall, room 210 and members of the staff as well as the director can be reached at (540) 654-1044.

James Monroe Center for Graduate and Professional Studies

The James Monroe Center for Graduate and Professional Studies offers a variety of graduate and undergraduate programs as well as credit and non-credit courses designed especially for part-time commuting students.

The Center also hosts the Commonwealth Graduate Engineering Program through distance learning technology.

Other programs housed in the Center, located at 121 University Blvd. off Rt. 17 in Stafford, are the ElderStudy Program and the Rappahannock Region Small Business Development Center. The Center also serves as one of the largest National Testing Program sites in Virginia. For more information on services or programs, contact the Center or refer to the JMC *Academic Catalog* on the JMC website at mwc.edu/jmc.

Library (see Simpson Library)

Lost and Found

The Lost and Found Service is administered by the College Police, 104 Lee Hall. Students are urged to mark all belongings for ease in identification. All items found anywhere on campus should be turned in to the College Police between 8 a.m. and 5 p.m., Monday through Friday. Lost items will be held for 120 days and then discarded, given to appropriate charities, sold at auction or, if requested, the original finder may claim the item.

Mail Service

Hours of Operation

Window Service —**Mon.-Fri., 11 a.m.-4 p.m.**
Access to mailboxes — during hours Campus Center is open.

General Information

The College Post Office is located inside the Woodard Campus Center. With the exception of BLS students (who retain their home address for official mailings), all degree-seeking undergraduate students – those who live in College housing as well as those who commute – are assigned a post office box in the Woodard Campus Center. All students share post office boxes, so mail must be reviewed carefully before removing or opening it. The campus post office box is the official method of communicating important policies and deadlines, and mail sent to the assigned campus box shall constitute proper notification. It is the **responsibility** of each student to check this box regularly; unclaimed mail will be returned to the sender after 30 days.

Student Mailing Address

To expedite the delivery of your mail, advise those writing to you to include the following in your address:

FULL NAME
MARY WASHINGTON COLLEGE
MWC _ _ _ _ (assigned number)
1701 COLLEGE AVE.
FREDERICKSBURG, VA 22401

Services

The MWC Post Office offers many of the same services available at a U.S. Post Office such as priority, certified, insured, registered, international, and overnight mail. Packages weighing up to 70 pounds may be shipped via UPS or U.S. Mail.

Mail (US Postal Service, UPS, FedEx, Airborne Express, and RPS) is delivered Monday through Friday to the College Post Office. Incoming mail is not posted on Saturdays, Sundays, or holidays. Weekend special services mail (USPS Overnight Express, Airborne Express, and UPS Next Day Air) for students may be picked up at the MWC Post Office on the following Monday morning.

Incoming U.S. mail is delivered at 10 a.m. and, under normal circumstances, will be put away by 4 p.m. the same day. Outbound mail is collected at 3:30 p.m. and delivered to the U.S. Post Office. Outbound mail deposited after 3:30 p.m. will be delivered to the U.S. Post Office the following morning except for Fridays. Mail deposited after 3:30 p.m. on Fridays will not be taken to the U.S. Post Office until the following Monday morning.

Summer Forwarding Address

If you wish to have your mail forwarded to another address during the summer, you MUST complete a campus Change of Address form, available at the MWC Post Office. If we do not receive this form, your mail will continue to be placed in your assigned box. Unclaimed mail will be returned to the sender after 30 days. ONLY first class mail and second class periodicals will be forwarded. Students expecting mail from business correspondents such as banks, credit card companies, etc., should notify senders of the correct address. Having statements sent directly to you and not forwarded through the MWC Post Office will minimize the chance of late bills and checking account overdrafts. Note that record/book club responses are non-forwardable.

Assistance

Please stop by in person or call the Post Office staff at 654-1049, if you need assistance.

Multicultural Center (see James Farmer Multicultural Center)

Psychological Services Center

The Psychological Services Center is staffed by licensed clinical psychologists who are experienced in helping students deal with personal problems, adjustment difficulties and the complex challenges which young adults often face during their college years. These issues may range from the many expected changes that accompany college life, to more serious concerns such as depression, anxiety, grief, sexual assault, or family issues. Whatever the nature of the concern, the Center staff can help students prevent and resolve problems, as well as function more effectively in their personal, social and academic activities.

The staff provides individual evaluation, short-term individual and group therapy, consultation, crisis intervention and debriefing, and, when appropriate, referral services to other local mental health resources. Campus outreach, educational programs, workshops, and staff training are also provided. The Center maintains a self-help library of books, pamphlets and AV tapes available for student use. These materials cover a variety of mental health and wellness topics including grief, substance abuse, eating disorders, gay/lesbian/bisexual issues, self-esteem, and family relationships.

Psychological services are free to all full-time degree-seeking MWC students. Part-time students who would like help in locating a referral to community resources and services may also set up a consultation appointment. Services are confidential and are provided in accordance with professional, legal, and ethical guidelines. To make an appointment, visit the Center in 100 Lee Hall or call 654-1053, or TTY 654-1949, Monday through Friday, 8 a.m. to 5 p.m.

Recreational Facilities

Fitness Center

The Fitness Center offers the latest in fitness equipment along with a wellness library and a full slate of classes and programs. It is available to all full-time students, faculty and staff during posted hours. ID cards are required at all times.

Goolrick Hall, Tennis Courts, and Playing Fields

The recreational facilities of Goolrick Hall, the tennis courts, and track are available for use at scheduled times by full-time undergraduate students, full-time faculty members, and employees, when not in use for instructional or organized purposes. EagleOne ID cards are required at all times. Goolrick Hall has an indoor swimming pool, a main and auxiliary gymnasium, a weight room, and a handball/racquetball court.

Simpson Library

The Library is an important academic resource of the College community. The following services and policies are designed to ensure that all patrons receive the maximum benefit of these resources. Library policies are subject to change without notice. You are encouraged to check our web site for the most current information.

Web Site: http://www.library.mwc.edu

The Library maintains an extensive web site. Hours, policies, and staff listings may be found by clicking on "About Your Libraries." There are also links to numerous reference and research tools and databases.

Instructional Services

To help students make effective use of the Library's extensive resources, the Library staff offers a wide range of services. This assistance includes both individualized reference help at the Library's Information Desk and course-related instruction that is centered on class assignments.

Your Library Account

From the Library's web site, students may access their own Library accounts by clicking on "Your Records" in the upper right-hand corner. Once you are logged in, you can see what you have checked out, renew materials, view any fees owed, and place requests on materials that are checked out to someone else. Your user ID is the 16-digit number from the front of your EagleOne card, and your password is the last four digits of your Social Security Number. Follow the instructions on the first page of the Web site by clicking on "Online Renewal Instructions" under @MWC Libraries/How Do I...

Loans and Renewals

A student must present his/her valid EagleOne card when borrowing materials. EagleOne cards that will not scan must be replaced. A lost card should be reported to the Library immediately as each student is responsible for all items checked out on his or her account. EagleOne cards are non-transferable.

Materials from the standard circulating collection are loaned for 35 days. Three renewals are permitted, provided no one else has requested the item, and the borrower's account is in good standing. Renewals may be accomplished by presenting one's EagleOne card at the Circulation Desk, or remotely via the Library's Web site. Materials that are needed past the third renewal due date may be checked out again, but must be brought to the Library for processing.

Course Reserve Materials

Materials from the Course Reserve collection are available at the Circulation Desk. These materials must be checked-out even if they are not taken from the building, and again, the EagleOne card must be presented. Late charges for overdue Course Reserve materials are $1.00 per item/hour or any part of an hour. Charges continue to accrue when the Library is closed and when school is not in session. Course Reserve items cannot be renewed but may be checked out again if no one is waiting for the material.

Recalls

Students may request items that have been loaned to another patron by placing a recall at the Circulation Desk, or remotely via the Library's catalog. The recall reduces the original loan period to 21 days. The patron who originally borrowed the item will be notified of the new due date. When the item is returned, the patron who requested it will be notified that the item is available for pickup at the Circulation Desk.

Late Charges

Late charges for overdue materials from the standard circulating collection are 50¢ per day/item. Late charges for overdue recalled items are $3.00 per day per item. Fines continue to accrue when school is not in session and when the Library is closed. Charges cease to accrue when the item is returned even if the charges are paid at a later date.

Lost and Damaged Materials

The minimum charge for a lost item is $75.00, plus any applicable late charges and processing fees. Charges for damaged materials are assessed on a case-by-case basis. Underlining and highlighting will result in damage charges. The Library retains all such material.

Interlibrary Loan (ILL)

Interlibrary Loan services are available to students engaged in research projects that cannot be supported by the Library's resources. Allow at least three weeks for receipt of requested

items. When possible, articles will be sent to the patron's campus email address. Late charges for ILL materials accrue at the rate of $2.00 per day/item. ILL renewals may be requested in person at the Circulation Desk, by calling 654-1746, or via email to simpson@mwc.edu.

Notices

All Library notices are sent to students via campus email. When possible, reminder and overdue notices are sent. Failure to receive or read the notice in no way absolves the borrower of his/her responsibility.

After-Hours Returns

A book-return slot is located in the front wall of the building should items need to be returned when the Library is closed.

Study Space

The Library provides more than 250 study carrels for individual use. Small rooms for group study are available on a first come, first served basis.

Copying and Printing

- Photocopying
 - 10¢ per sheet when using an EagleOne or Debitek card
 - 15¢ per sheet when using cash
- Debitek cards may be purchased in the Library.
- Microform printing - 10¢ per sheet (dimes only)
- Printing from the Internet and databases – EagleOne or Debitek card only
- When planning to print or photocopy, it is advisable to bring one dollar bills and coins.

Prohibitions

To promote the cleanliness, safety, and preservation of the building and its collection, tobacco products, food and drink are not allowed in the Library. The Library has an electronic detection system to alert the staff to possible theft. This system will not damage audio or videocassettes or computer disks. Deliberate hiding, theft, attempted theft, or mutilation (which includes writing or highlighting) of Library materials is an Honor Code offense and a violation of the Virginia Code.

Speaking Center

The Speaking Center, a component of the Speaking Intensive Program, offers many free services to help students enhance their communication skills. Assistance is available with various aspects of public speaking including:

- planning and organizing of speeches
- using visual aids effectively
- training for effective small group communication
- dealing effectively with stage fright
- effective speech delivery (eye contact, vocalics, and other verbal and nonverbal aspects)
- personal feedback on speeches during videotaped practice sessions
- viewing instructional tapes on public speaking, small group communication, interpersonal communication, and other communication-related themes.

Each student's needs are met with personalized tutoring by specially trained student tutors, or Speaking Center Consultants. Call extension 1347 or drop by Fairfax House to set up an appointment.

Telephone/Voice Mail

Residential Telephone and Long Distance Services:

Each residential room is equipped with an active telephone line and individual voice mail boxes. Caller ID service is also available, however students must supply their own equipment (caller ID ready phone or caller ID box). Students are responsible for supplying the analog telephone set. Students have the option of signing up for MWC long distance services or using prepaid or calling cards. Whatever long distance choice, students are required to have a Personal Identification Number (PIN). The PIN is required to complete any 9 + 1 telephone call. Students using the MWC long distance service will be billed each month.

Our website: **http://phonebill.mwc.edu/phonebill** is available for your convenience in tracking your calls and charges (if any apply).

Any problems with your telephone connection or voice mail service should be reported to the MWC Help Desk at extension 2255.

A Faculty/Staff/Student Directory is distributed, in the fall, to all members of the College community by MWC Voice Services.

Any additional questions can be directed to our office at x2287 or visit our website at: **http://mwc.edu/voice**

Tutoring Services

Free tutoring services in a variety of subjects are available through the Office of Academic Services. For more information or to schedule a tutoring session, contact Academic Services, 207 GW Hall, 654-1010; TTY 654-1102

Wellness Programs

The Wellness Initiative Committee promotes the optimal well-being of the Mary Washington College community, including students and employees. The committee coordinates and implements wellness-related assessment and programming and works in conjunction with the club Wellness Peer Educators. The Wellness Peer Educators conduct programming in areas such as: Alcohol/Other Drugs, Health Promotion, Psychological Wellness, Human Sexuality, Physical Fitness, Nutrition and Body Image. Educational materials are available. For more information contact Timmye Ross (654-1040), Committee Chair, or Patricia Harris Brown (654-1053), Peer Educator Advisor.

Writing Center

The Writing Center, a component of the Writing Intensive Program, is located in 107-A Trinkle Hall, 654-1036, and is open to all class levels of MWC students. Center tutors are usually juniors and seniors from various majors who have been carefully trained. Rather than correcting or proofreading papers, tutors show students how to incorporate suggestions, resolve problems, and revise their own papers. Appointments are recommended. The Center is not open during reading days or exam weeks.

College Policies and Procedures





Academic Freedom Statement

First Amendment Statement

1. Mary Washington College vigorously supports freedom of inquiry and expression within the academic community. All members of that community have a fundamental right to follow their interests and to express their views privately and publicly without censorship, constrained only by the laws of the Commonwealth of Virginia, the laws of the United States, and respect for the property and person of others. While the College may institute regulations to ensure the orderly expression of ideas and to protect the resources needed for productive inquiry, these regulations shall not be interpreted in a way which restricts freedom of inquiry and expression by any member of the College community.
2. Mary Washington College has adopted the Statement on Academic Freedom of the Association of American Colleges (1941), and the American Association of University Professors' Statement on Freedom and Responsibility (1970). These statements and the First Amendment to the Constitution of the United States define the parameters of academic freedom in the Mary Washington College Community.
3. The Mary Washington College Community includes:
 a. Faculty—Defined herein as those Mary Washington College personnel holding academic rank, including adjunct faculty and contract faculty. Faculty are afforded the full protection of the First Amendment to the United States Constitution. Moreover, by definition, teachers are entitled to the exercise of the freedom of inquiry, are obligated to follow scholarship wherever it leads and to promulgate the result of inquiry.
 b. Students—Defined herein as those persons officially enrolled in one or more classes at Mary Washington College. All students bring their First Amendment rights onto the campus. Therefore, all Mary Washington College students shall be afforded the same rights of inquiry and promulgation as the faculty.
 c. Speakers, public performers, artists and other guests invited by the institution and/or by recognized student, faculty, and institutional organizations shall be protected from any form of censorship or disruption, and shall be afforded the same freedom of expression in the chosen medium as is guaranteed members of the Mary Washington College community.

Freedom from censorship extends to individual as well as public behavior and carries with it accompanying responsibility for individual as well as public behavior, both on the part of members of the College community and their invited guests.

Adopted by the Board of Visitors, Mary Washington College, 1987

Academic Policies

Refer to the *Dictionary of Academic Regulations* for policies and procedures regarding academic issues and records. Any B.A./B.S./BLS student should direct academic questions to his/her academic advisor or the Office of Academic Services.

AIDS Policy

Human Immunodeficiency Virus (HIV) infection, including AIDS Related Complex (ARC) and Acquired Immune Deficiency Syndrome (AIDS), is a serious and possibly fatal illness which has invaded college campuses nationwide. In an effort to be prepared to address the needs of any Mary Washington College student or employee who should develop this disease, a comprehensive AIDS policy has been developed. In brief, this policy provides that:

1. Students who have HIV infection, whether or not they are symptomatic, are allowed to attend class as long as they are physically and mentally able.
2. Students, faculty and staff with HIV infection cannot be restricted in their access to the campus center, theater, restaurant, snack bar, gymnasium, swimming pool, sauna, recreational facilities, library or other common areas.
3. HIV-infected persons cannot be denied residential housing and the College does not advise students living in a residence hall of the presence there of students with HIV infection. In some circumstances, and with medical advice, the Office of Residence Life may recommend to students with immune deficiencies that they be assigned to private rooms or consider off-campus living in order to protect their health.
4. Employees infected with HIV cannot be excluded from employment or restricted in their access to College facilities or services unless restriction is necessary to protect the welfare of the infected individual.

5. No current student, faculty member or employee can be required to divulge his/her medical status regarding HIV infection apart from exceptions stated in the policy. Consideration of the existence of HIV infection is not part of the admission decision for students applying to the College or the hiring decision for those seeking employment.
6. The College does not screen employees, faculty or students for HIV infection. Any person requesting testing is referred to the local Health Department for anonymous testing.
7. Information concerning a student or employee shared with members of the Health Center or Psychological Services Center staff fall under the usual legal and ethical guidelines that govern medical and psychological information. When an infected individual elects to share information with other campus offices—e.g., the Office of Residence Life or the Office of Human Resources—confidentiality will be maintained.

The Mary Washington College policy on AIDS further establishes procedures covering voluntary disclosure, record keeping, education, serving the infected person's needs and the provision of appeals, procedures for incidences of discrimination and harassment. Persons with AIDS are protected from discrimination through the Americans with Disabilities Act of 1990 (refer to p.21). A copy of the complete policy may be obtained from the Health Center, or the Office of Human Resources.

Automobile Registration and Parking Regulations

A person operating a vehicle on campus assumes full responsibility for observing College regulations, and local and state laws. Enforcement of parking regulations is the responsibility of the Office of College Police; however, City and State Police also have legal jurisdiction.

Definition: The term "vehicle" includes any motor-powered automobile, truck, van, motorcycle, or scooter. The College assumes no liability for the care or protection of any vehicle or its contents.

The College reserves the right to change any or all regulations as necessary. Regulations are enforced 24 hours a day, year round.

Complete requirements are shown in the current "Motor Vehicle Policy and Regulations" obtainable from the College Police Office. **Every member of the College community is responsible for knowing and observing the traffic and parking regulations.**

General Vehicle Registration Requirements

New students coming to Mary Washington College as first-year residential students, regardless of accumulated transfer credits or AP credits, are not permitted to bring cars with them. This vehicle prohibition applies to the **full academic year,** regardless of MWC credits earned during the fall semester. Those who attempt to avoid this restriction by parking a car on off-campus streets are subject to disciplinary action when identified, which may include loss of parking privileges as a second-year student and/or other judicial sanctions.

All student vehicles (upperclass and others) must be registered annually at the beginning of the academic year with the Office of College Police. Residential students may register only one vehicle. The vehicle cannot be registered in another student's name, or by another student. The registration sticker and color strip must be prominently displayed by affixing the decal to the interior or exterior of the rear glass or to the rear bumper. The Office of College Police will indicate a location to display the decal for motorcycles or other vehicles without rear bumpers.

Registration of a student vehicle should be completed within 24 hours of bringing it to campus the first time. Unregistered vehicles are subject to towing.

All regulations apply equally to faculty, staff and students unless otherwise specified. Vehicle registration forms, decals and violation notices are official documents of the College.

The person in whose name a vehicle is registered will be held responsible for any violation of these regulations. Extreme caution should be exercised in lending a vehicle.

The College reserves the right to withdraw parking privileges if it is in the best interest of the student or the College.

Each 24-hour period a vehicle is in violation of a College regulation constitutes a separate offense.

Students are responsible for parking infractions of their guests. Overnight guests must obtain a temporary visitor's dash pass at the Police Office upon their arrival at the College. The dash pass must be displayed at all times while parking on campus and guests will be instructed where they may park.

Handicapped individuals and students with injuries should obtain special permission to park at locations more convenient to classes, work, residence halls, etc.

Specific Requirements for Vehicle Registration

Each faculty or staff member and student, regardless of status, must register all motor vehicles kept on College property or in the vicinity, regardless of ownership.

Failure to register a vehicle will result in the loss of driving privileges for a minimum of one semester.

At the time of registration, each applicant must present a current state registration; license number; description of vehicle; and MWC identification (EagleOne card). Any student residing in restricted residential areas near the College must provide proof of occupancy (copy of lease, etc.) in order to be issued the correct decal.

The decal must correspond at all times with the vehicle and license plate for which it is issued. Decals are not transferable and must be removed under the following conditions:

- change of vehicle ownership
- termination of association with Mary Washington College
- termination of period for which issued (old decals may not be displayed)
- change of status or eligibility for car privileges.

Penalties, Enforcement, Appeal

Enforcement of all traffic rules and regulations is the general responsibility of the College Police.

A violation ticket shall not be discussed with the police officer who writes it except for clarification of the charge. The police officer has no authority to settle a ticket which has been issued.

Moving violations, such as speeding, reckless driving or failure to stop at a stop sign, will be referred by summons to the courts of legal action.

Fines, payable to the College at the Office of Student Accounts in G.W. Hall, will be assessed for breach of campus regulations.

Students who accumulate 5 tickets in an academic year will receive an administrative referral to the Dean of Student Life. Accumulation of 6 or more tickets will result in loss of parking privileges. Failure to respond when tickets are issued is considered avoidance and parking privileges may be revoked.

Unregistered vehicles found to be operated by students will receive a warning after issuance of the first ticket. Continued violations will result in the loss of parking privileges.

Penalties will range from the loss of driving privileges for a minimum of 30 days to suspension from the College for a just cause.

Students with unpaid traffic tickets jeopardize their chance for continuation or readmission, and no transcript will be issued by the College until all indebtedness is paid.

Anyone wishing to appeal a ticket must do so within seven business days after the citation is issued. Appeal forms are available at the College Police Office. It should be noted that appeals will be heard only on the issue of whether or not the cited regulation was, in fact, violated. It is no excuse that one "thought it was no violation" or "did not mean to" or "saw other vehicles" in the same situation. Appeals are heard by a panel independent of the College Police. Decisions resulting from appeals are final; and there is no further appeal.

Nighttime Procedures for Student Parking Lots

An after-dark escort service is provided, upon request, to students who wish to be transported back to the campus after parking in outlying lots. The escort service can be summoned by calling 777 on the emergency blue light phones located in those lots.

Snow Emergency Regulations

To aid in snow removal of major roadways and preliminary to snow removal in parking lots, certain areas are designated Snow Emergency, meaning that no car is to be parked when there is a threat of snow, sleet, hail, freezing rain, or ice. **Cars left in these spaces and impeding snow removal are subject to towing at the owner's expense.**

Campus Closing for Inclement Weather

If winter weather conditions dictate the closing of school, the decision to close will be announced by the Office of College Relations and Legislative Affairs as soon as possible over the "Information Hotline," 540/654-2424. Notice will also be given to the following radio and television stations:

Fredericksburg—Radio: WFLS, 1350-AM; 93.3-FM; WFVA, 1230-AM; WBQB, 101.5-FM; WJYJ, 90.5-FM

Richmond—Radio: WRVA, 1140-AM and WRVQ, 94.5-FM

Northern Virginia—Radio: WTOP, 1500-AM, 107.7-FM

Students living outside the Fredericksburg area, who have difficulty receiving one of these stations may call the "Information Hotline," 540/654-2424. The Hotline is equipped to handle numerous incoming calls at one time. For questions regarding the hotline, call the Office of College Relations and Legislative Affairs at 540/654-1055.

Campus E-mail

The College provides students with campus e-mail accounts as one means of communicating official notifications. The College expects students to review campus e-mail regularly to ensure that they receive and read such communications in a timely fashion. Use of College systems to send large-scale e-mails to all students associated with the Fredericksburg campus or Stafford campus (or both) is limited by policy to messages that contain information on College-related business, issues, events and activities only.

Complaints, General

There are many avenues to address complaints from students or parents. Most can be resolved with a quick phone call or email contact with the office involved. This procedure is for those serious complaints which occur when it appears that decisions are arbitrary or established guidelines have not been followed.

First, evaluate whether your complaint is related to academic issues or to out-of-class issues. Procedures for resolving academic issues can be found in the Dictionary of Academic Regulations. [For an individual class, the student would start with the professor.] A starting point for assistance with more general academic complaints would be the office of Academic Services.

Complaints regarding Student Life areas would first be directed to the specific office involved. Residence hall problems, for example, would first be brought to the attention of the Assistant Deans for Residence Life who have responsibility for oversight of the halls. Student Life areas include Residence Life and Housing, Student Activities and Community Services, Campus Recreation, and the Multicultural Center.

Complaints regarding the Student Services areas of College Police, the Health Center, or Psychological Services Center would first be directed to the particular office and then, if not resolved, complaints should be directed to the Vice President for Student Affairs.

Complaints regarding staff members should be directed to the head of the respective department.

Complaints regarding bills should be directed to the Office of Student Accounts, and if further follow-up is necessary, to the Student Accounts Manager.

Complaints of discrimination must be made within 10 days after the event that gave rise to the alleged violation to the Office of Human Resources (see "Student Grievance Procedures for Resolving Allegations of Discrimination," p. 44).

Complaints regarding student organizations or activities should be made to the Director of Student Activities.

If there is a complaint which is not easily categorized, assistance in identifying a contact can be found at: Dean of Student Life 540/654-1200 (out-of-class issues); Academic Services, 540/654-1010 (academic issues); or Business and Finance Office 540/654-1249 (Student Accounts). See also "How to Get an Answer to Your Question," p. 16).

EagleOne ID Cards

Each student is provided an EagleOne ID card and is required to present it for admission to the dining hall, library, Goolrick gym, tennis courts, and College-sponsored events. The EagleOne card is revalidated electronically each semester for enrolled students. The card is College property and is not transferable; nor can it be loaned. Falsification or loaning an ID card is an Honor Code offense. Report lost ID cards to the EagleOne ID Center, Woodard Campus Center. A charge of $10-$20 is made to replace a lost, stolen, or damaged card. A student who withdraws must surrender his/her card to the Office of the Registrar during the check-out process.

The EagleOne Card is also a debit card. Money put into the debit account is called "EagleOne Dollars." This money can be used in the College's Bookstore, Post Office, and Document Center; to pay fines and bills owed the College; for Klein Theatre productions and other selected College events; for additional eating opportunities, for web printing; and in the vending, laundry and copying machines throughout campus. Money can be added at the EagleOne ID Center, Business Office, or the College Bookstore. Call 654-1005 or visit the web site at www.mwc.edu/eagleone for further information.

Educational Records

The permanent academic record, which is maintained by the Registrar, contains all completed course work, grades, grade-point average, and notes on the student's academic status. The student's application file, which contains the student's application and accompanying transcripts, is maintained for five years following the student's last date of enrollment.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar or appropriate College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Visitors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:
 Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605

Persons Having Access to Educational Records

1. The College will not permit access to, or the release of, educational records without the written consent of the student or eligible parent or legal guardian to anyone other than the following:
 a. College officials who, in order to perform their duties properly, must have access to official records;
 b. Officials pursuant to their statutory responsibilities:
 1. the Comptroller General of the United States;
 2. the Secretary of Education;
 3. the Commissioner, the Director of the National Institute of Education or the Assistant Secretary for Education;
 4. state educational authorities.
 c. Any party legitimately connected with a student's application for, or receipt of, financial aid;
 d. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974;
 e. Accrediting organizations, for the purpose of carrying out their accrediting functions;
 f. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954;
 g. Parties acting under authority of a judicial order or pursuant to any lawfully issued subpoena, upon condition that the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution;
 h. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

2. The College may release "**Directory Information**" as defined by Mary Washington College under the authority of the Act, unless the student informs the College's Office of the Registrar that all or part of such information should not be released without the student's prior consent. "Directory Information" includes a student's addresses (campus, home, mailing, e-mail, etc.) and telephone numbers (local and home), class level, previous institutions(s) attended, major fields of study, awards, honors (including Dean's List and President's List), degree(s) conferred (including dates), dates of attendance, names of parents, past and present participation in officially recognized sports and activities, physical factors (e.g., height, weight of athletes), and date and place of birth. A request to withhold "Directory Information" must be received in writing on an annual basis by the Office of the Registrar. A form is available for this purpose from the Office of the Registrar. If this form is not received in the Officeof the Registrar by July 1 preceding the academic year, selected "Directory Information" will appear in the College's telephone directory due to press deadlines. Note that "name" is not considered "Directory Information" and will appear in the telephone directory, along with the designation "Unlisted."
3. Medical and Psychological Services Center records are not included in that category of records open to inspection; however, such records may be personally reviewed by a physician or other appropriate professional of the student's choice.
4. Confidential records maintained by the Director of Disability Services are open to inspection with limitations. Students may request a copy of disability documentation which is generated by the office, but may not request access to the Director's personal notes or test protocols or to information released by private practitioners or by other agencies. Disclosure related to the student's disability is released neither to any faculty member nor to another office on campus without the student's permission. With the student's written permission, disability documentation generated by the Disability Services Office may be released to any specified persons and agencies.
5. Custodians of educational records are not required to give access to financial records of parents or any information contained therein, nor are they required to give access to confidential letters and statements of recommendation that were placed in the educational records prior to January 1, 1975, or to which the student has waived the right of access.
6. "Directory information" may not be provided to any individual, company or entity for commercial purposes unless the release of this information is specifically authorized by the student or approved in writing by the Office of the President.

Network and Computer Use Policy

Utilizing College-owned computers and networks constitutes acceptance and understanding of the College's Network and Computer Use Policy.

Introduction

The MWC computer network consists of a campus-wide, fiber optic-based backbone, local area networks, and many shared computers as well as personal desktop computers. The various systems administrators work to insure that network privileges are properly maintained for all College users. Users also must meet certain responsibilities and are subject to certain limitations. Those who fail to meet these responsibilities or fail to operate within these limitations may have their network privileges suspended or revoked.

Priorities of the Network

The MWC computer network should be utilized and will be maintained and administered in accordance with the following priorities:

Highest and Primary: To support the education, research, and administrative purposes of Mary Washington College.

Medium and Secondary: To support other uses indirectly related to Mary Washington College purposes with education or research benefits, including personal communications.

Lowest and Least Important: Recreation and entertainment.

Disclaimer: Mary Washington College will actively investigate and sanction reported violations of the policies set forth below. However, the College is not responsible for user conduct. Users should be aware that there are many services on the Internet that they might find offensive. They must accept responsibility for their own navigation of the Internet.

Network Privileges

Members of the MWC community — students, faculty, and staff — can expect to enjoy certain rights and privileges as they use the network and its services.

Privacy

The inherent nature of computer networks dictates that users cannot expect to have

complete privacy in their electronic communications. The MWC computer network is owned and operated by Mary Washington College, an agency of the Commonwealth of Virginia. Faculty and staff must recognize that computer-generated documents (e.g., old e-mail) may be "public records," subject to provisions of Virginia's Freedom of Information statutes. Furthermore, all users must understand that privacy of electronic communications cannot be guaranteed and that during the course of ordinary management of computing and networking services, network administrators may inadvertently view user files. In addition, if a user is suspected of failing to meet any of the responsibilities enumerated below, that the user's expectation of privacy is superseded by the College's interest in maintaining the network's integrity and protecting the rights of all other network users.

Should it be suspected that the security of the network or one of its components is threatened, or should a violation of this policy be reported, or should the College determine that there is some additional strong and compelling reason to do so, user files may be examined under the direction of a system administrator of the system holding those files. This may be done only at the written direction of the President or Executive Vice President. The user will be notified of this action, but no sooner than at the time the user files are accessed for examination.

Safety: While unwanted or unsolicited contact cannot be controlled on the network, network users who receive threatening communications in violation of this policy should bring them to the attention of the Department of Information Technologies and/or the College Police.

Intellectual Freedom: The network provides an open forum for the expression of ideas, including viewpoints that are strange, unorthodox, and unpopular. The network administrators place no official sanctions upon the expression of personal opinion on the network. However, such opinions must be presented in a manner that is free of obscenity (as defined by *Code of Virginia section 18.2-372),* forgery, and other illegal forms of expression, which are not acceptable uses of the College's network and, therefore, are considered a violation of the network policy. In addition, such opinions may not be represented as the views of Mary Washington College; and individual users are responsible and accountable for any material posted and transmitted on the network in violation of this or other College policies, or state or federal law.

User Responsibilities

To enjoy the privileges of network access, each network user is expected to meet certain responsibilities and honor certain limitations. If a user is found to have knowingly violated a network responsibility, his or her network access may be suspended. Depending on the seriousness of the violation, the user may also be subject to other College disciplinary actions, and violations of federal or state laws will result in referral to the appropriate legal authorities.

The following list of responsibilities applies to the use of all College-owned computers and of the College's networks; additional responsibilities may be associated with specific networks and computers at the College.

- Users must operate within the appropriate federal or state laws and College policies and must not engage in any conduct that presents a risk to the operating integrity of the systems and their accessibility to other users.
- Users must abide by the terms of all software licensing agreements and copyright laws. Users must not make copies of or make available on the network-copyrighted material, unless permitted by a license.
- Users must not use the network resources of the College to gain or attempt to gain unauthorized access to remote computers, networks, or systems.
- Users may not use the College's networks to access, produce, or distribute pornography in violation of the law on the Internet or the College's networks.
- Any network traffic exiting the College is subject not only to provisions of this policy, but also to the acceptable use policies of any network through which or into which it flows.
- Users should notify the Department of Information Technologies (654-1027), system administrators, and the appropriate authorities about violations of computer laws and policies, as well as about potential loopholes in the security of its computer systems and networks.
- Users are to respect the rights of other users, including their rights as set forth in other College policies for students, faculty, and staff; these rights include but are not limited to privacy, freedom from harassment, and freedom of expression.
- Users may not place on any College-owned computer system any type of information or software that:
 - infringes upon the rights of another person
 - gives unauthorized access to another computer account or system.
- Users may not misrepresent themselves or their data on the network.
- Users are responsible for the use of their accounts. No user may give anyone else access

to his or her account, or use an MWC computer account assigned to another user. A user must not attempt to obtain a password for another user's computer account.

- Users are responsible for the security of their passwords. This includes making sure no one else knows it. A user who suspects someone knows his or her password should contact Department of Information Technologies (654-1027) to have that password changed.
- Users must not attempt to monitor other users' data communications, nor read, copy, change, or delete other users' files or software, without permission of the owner(s).
- Users must not attempt to circumvent data protection schemes or exploit security loopholes.
- Users must not deliberately perform acts which are wasteful of computing resources or which unfairly monopolize resources to the exclusion of others.
- Users must not deliberately perform acts that will seriously impair the operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, tampering with components of a local area network (LAN) or the high-speed backbone network, otherwise blocking communication lines, or interfering with the operational readiness of a computer.
- Users must not run or install on any of the computer systems of the College, or give to another user, a program which could result in the eventual damage to a file or computer system and/or the reproduction of itself. This is directed towards, but not limited to, the classes of programs known as computer viruses, Trojan horses, and worms.
- Users may not use the College's computer systems or networks for solicitation of funds or for commercial purposes. This includes solicitations for charitable or community organizations.
- Users may not use the College's networks to distribute chain letters.

This policy supplements the existing policies in the *Student Handbook*, the *Faculty Handbook*, the *Administrative Faculty Handbook*, and the *Classified Employees Handbook*. These cover such acts as theft of computer services (including copyrighted computer programs), theft or mutilation of MWC property such as computer equipment, and the unacknowledged or unauthorized appropriation of another's computer program, or the results of that program, in whole or in part, for a computer-related exercise or assignment. Ultimately, any and all network conduct or misconduct is subject to the same policies that govern conduct in other College venues, and it is regulated and dealt with as described in the four handbooks cited above.

Violations

Violations or suspected violations of the policies enumerated above should be reported promptly to the Vice President for Information Technologies, 654-1027.

Network Administration

The Department of Information Technologies, working with the administrators of MWC computer systems and networks, has the responsibility to protect the rights of users, to enforce policies and procedures consistent with those rights, and to publicize those policies and procedures to their users. The department has the authority to control or refuse access to any user who violates these policies or threatens the rights of other users, and officials will make reasonable efforts to notify users affected by decisions they have made. Questions or concerns regarding the use of College computer and network facilities should be addressed to the Vice President for Information Technologies, 654-1027.

Network Policy Committee

A Network Policy Committee, chaired by the Vice President for Information Technologies, meets as needed to review and update these policies and monitor their implementation throughout the College and its systems. The Committee serves as the final review authority for individuals who wish to appeal a decision made by a network or system administrator.

Partial List of Networks, Systems and Systems Administrators at Mary Washington College

Network
Administrator
E-mail address

Administrative Systems
Dana Abbott
dabbott@mwc.edu

Computer Science Network
John Reynolds
bigjr@mwc.edu

Instructional Technology
Pamela Lowery
plowery@mwc.edu

Library Systems
Bob Grattan
bgrattan@mwc.edu

EagleNet and GroupWise
Joseph Haynes
jhaynes@mwc.edu

MWC Web Site
Cathy Derecki
cderecki@mwc.edu

Payment of Accounts

Full payment of tuition and fees and, if applicable, room and board, must be received by published due dates. Failure to meet payment deadlines will result in a 10% late penalty, denial of registration for any future courses, and possible dismissal from the College. Checks returned for insufficient funds will be considered as nonpayment and therefore subject to the late fee. Additionally, a $20 service fee will be charged for all returned checks.

At the end of a semester, a student with an account balance for library fines, lost books, room damages, or other miscellaneous charges will not receive grades or transcripts until the account is paid in full. Seniors whose accounts are not paid will not be permitted to participate in Commencement exercises.

It is the responsibility of the student to contact the Office of Student Accounts if a bill has not been received within 20 days before the beginning of classes.

Any charge incurred in collecting a delinquent account will be added to the account. This applies, but is not limited, to charges by an attorney or a collection agency.

Methods of Payment

Acceptable methods of payment include cash, check, money order, or cashier's check. We do not accept credit cards.

Payment Plan

Tuition Management Systems (TMS), a private firm unaffiliated with Mary Washington College, offers a variety of payment plans to assist families and students in making the cost of college more manageable. Utilizing the services of TMS is the only acceptable means of making monthly or partial payments. For additional information, please contact TMS at 800-722-4867.

Bad Check Charge

A $20 charge will be assessed against any member of the College community for any check presented to any office or element of the College, which is returned marked "not paid due to insufficient funds." Additionally, checks returned for insufficient funds will be considered as nonpayment and therefore subject to a late fee of 10%.

Rights and Responsibilities of Members of the College Community

Members of the College community have responsibilities incumbent upon all citizens, as well as the responsibilities of their particular roles within the academic community.

All members share the obligation to respect the right of freedom of inquiry, of religion, of speech, of press, of peaceful assemblage or association and of petition to the institution for a redress of grievances.

The rights of members of the College community shall not be denied or abridged on account of race, creed, national origin, marital status or sex.

The members of the College community have the right to be secure in their persons, residences, offices, papers and effects, against unreasonable searches and seizures.

All members of the College community have the right to due process in matters concerning discipline or their status as members of the college community.

All members of the College community have other responsibilities and rights incident to the educational process and to the requirements of the search for truth and its free presentation.

The enumeration of the rights and responsibilities outlined in this statement shall not be construed to deny or disparage others retained by the members of the College community.

The term "member of the College community" embraces the College as an institution, the faculty as a body, and all members of the administration, faculty, staff and student body in their official and individual capacities.

Adopted by the Board of Visitors, Mary Washington College May 12, 1973

Sexual Harassment Policy

Mary Washington College will not tolerate sexual harassment. Sexual harassment is a form of sexual discrimination and as such is illegal behavior. Moreover, sexual harassment would subvert the mission of the College by undermining the positive working and educational environment the College is committed to providing for all students, College personnel, and visitors.

The College's administrators and supervisors are responsible for taking reasonable steps to prevent and remedy sexual harassment. Such steps include educating the College community about the accompanying definitions and procedures, encouraging persons who think they have been sexually harassed to come forward, and vigorously pursuing violations of this policy.

Definition of Sexual Harassment

Sexual harassment is distinguished from consenting sexual behavior by the introduction of the element of coercion. In identifying incidents of sexual harassment, Mary Washington College follows guidelines set down by the Equal Employment Opportunity Commission in "EEOC Guidelines on Discrimination Because of Sex" (29 CFR Chapter XIV, 1604.11). The relevant guidelines, as modified slightly to fit an educational institution, are as follows:

Harassment on the basis of sex is a violation of Sec. 703 of Title VII [of the 1964 Civil Rights Act]. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment [or education]; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions [or educational decisions] affecting such individual; or, 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work [or academic or extracurricular] performance or of creating an intimidating, hostile, or offensive working [or educational] environment.

As indicated by the definition above, a faculty member or supervisor may be guilty of sexual harassment if he or she unfairly exploits the power inherent in his or her relationship to students or subordinates. Sexual harassment may also take place in situations in which coercion is a factor between persons of the same status (e.g., student/student, faculty/faculty, staff/staff, administrator/administrator) or in which a subordinate acts coercively toward a person of higher position (e.g., a student toward a faculty member, an employee toward a supervisor). It may involve the behavior of a person of either sex against a person of the other or same sex.

Further, sexual harassment may involve acts that are not themselves coercive but that create an environment that is hostile, offensive, or intimidating for an individual who has to work or study there. Such sexually harassing acts thus may affect not only the person who is their target, but also others in that setting who witness the acts.

The fact that someone did not **intend** to sexually harass another is generally not considered a defense to a complaint of sexual harassment. It is the **effect** and characteristics of the behavior that determine if the behavior constitutes sexual harassment. The College will consider charges of sexual harassment on a case-by-case basis. In determining whether conduct constitutes sexual harassment, the College will consider the facts of the incident or incidents as a whole, including the circumstances or context in which the incident(s) occurred.

Examples of Sexual Harassment

Listed below are some types of behaviors that, according to legal precedents, may constitute sexual harassment. This list is not exhaustive.

(a) Physical molestations;
(b) Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances;
(c) Demands for sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or academic status;
(d) Offers of money or rewards for sex;
(e) Unwelcome patting or pinching, constant brushing against another employee's or student's body; repeated brushes or touches;
(f) Pressure for sexual activity, including repeated requests for social contacts after a person has indicated no interest;
(g) Unwelcome and repeated verbal expressions of a sexual nature, including sexual commentaries about a person's body, dress, appearance, or sexual activities;
(h) Unwelcome and repeated use of sexually degrading language, jokes, or innuendoes; unwelcome and repeated suggestive or insulting sounds or whistles; sexually suggestive phone calls;
(i) Sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or study area, that may embarrass or offend individuals. Such material, if used in an educational setting, should be related to educational purposes.

Consensual Relationships

Although consensual relationships between persons of different power levels (i.e., between a faculty member and a student, or between a supervisor and an employee) do not constitute sexual harassment, they raise serious concerns and may lead to difficulties. Such relationships

may give rise to claims of sexual harassment in one or more of the following cases:

1. Third parties are adversely affected in their academic or employment opportunities because of a consensual relationship between others;
2. A consensual relationship creates a hostile, offensive, or intimidating work or learning environment for third parties; or,
3. A consensual relationship ends, but one of the parties continues to pursue the relationship after being notified repeatedly that such conduct is no longer welcome. According to legal precedent, mutual consent may not be an adequate or acceptable defense against a charge of sexual harassment.

In a relationship that involves a power differential, the person in power (e.g., faculty, supervisor) must do the following:

1. Distance himself/herself from any decision that may reward or penalize the other individual.
2. Disclose the nature of the relationship to the appropriate administrative supervisor, who then will take steps to ensure equitable treatment for all concerned.

Complaint Procedures

I. Scope of Procedures

A. These procedures cover cases where the alleged harasser is a College employee and the complainant is a student or College employee. All members of the College community, full-time and part-time, have the right to bring a complaint under these procedures.

B. These procedures do not apply to the following:

1. alleged harassment by students (see Student Conduct Policy)
2. alleged harassment by persons from outside the College community (contractors, visitors, vendors, etc.) (see AA/EEO Officer and/or College Police)

II. Definition of College Community

For purposes of these procedures, the "Mary Washington College community" refers to all students, teaching faculty, administrative faculty, classified staff and hourly employees.

III. Options for Resolving Complaints

1. A person wishing to bring a sexual harassment complaint can use the informal procedure and/or formal procedures.
2. The purpose of the informal procedure is to resolve the complaint as quickly and simply as possible.
3. The purpose of the formal procedure is to resolve complaints through official channels. Sanctions are possible only through the formal procedure.

IV. Definition of Working Days

"Working days" refers to the normal work schedule (Monday through Friday, excluding official College holidays). If either party is a student or teaching faculty member, the procedures may be suspended during times when classes are not in session by written consent of both parties.

V. Multiple Complainants

For purposes of these procedures, the term "complainant" refers to one or more persons bringing a complaint against an individual.

VI. Confidentiality

Individuals involved in matters arising under these procedures will take all reasonable steps to ensure confidentiality. Names of the complainant and the alleged harasser will not be released without their consent. Breaches of confidentiality may be deemed to be a violation of this policy for College employees or a violation of the conduct policy for students.

Informal Complaint Procedure

I. Purpose

A. The purpose of the informal complaint procedure is to resolve the complaint as quickly and simply as possible. The use of the informal complaint procedure is optional. It is not a prerequisite to exercising rights available to the complainant under the formal complaint procedures or other avenues of redress.

B. The College cannot take disciplinary action against an alleged harasser under the informal complaint procedure. Disciplinary action is a sanction available under the formal complaint procedures.

II. Procedure

A. The President annually appoints faculty, staff, and students from the College community

to serve as contact persons under this policy. These individuals receive specific training on sexual harassment issues, including this policy, the handling of complaints, and the legal ramifications of sexual harassment. Complainants are encouraged to seek out one of the designated contact persons to address their concerns. Contact persons counsel complainants about the options available to them under this policy, hear specific complaints of sexual harassment, refer complainants to appropriate resources, and, if requested by the complainant, assist in resolving informal complaints.

B. Resolutions of informal complaints may include a conversation between the contact person and the alleged harasser, a letter written to the alleged harasser, or other informal actions. Informal complaints do not require a written statement from the complainant. In no case will a contact person inform the alleged harasser of the complainant's identity without the written consent of the complainant.

C. The use of the informal complaint procedure does not preclude an individual from using the formal procedures.

Formal Complaint Procedures

I. Purpose

The purpose of formal complaint procedures is to resolve sexual harassment complaints through official channels.

II. Filing the Complaint

A. Formal complaints must be filed with the AA/EEO Officer within one calendar year from the date of the alleged harassment. The complainant must be (or must have been) a member of the College community at the time of the alleged harassment.

B. The complaint must be in writing and must be signed. It must describe the alleged behavior and state the remedy sought.

C. Within three working days of receiving the complaint, the AA/EEO Officer will give the alleged harasser a copy of the complaint.

D. Within ten working days of receiving this notification, the alleged harasser must submit a written response to the AA/EEO Officer. During this same period, both parties may also submit written statements from witnesses or other persons involved in the case. The AA/EEO Officer will provide copies of all documentation to the other party for review.

E. Following the submission of written materials, the complainant may decide to pursue either a negotiated settlement of the complaint or a panel procedure. Either party retains the right to refuse participation in a negotiated settlement and proceed to a panel procedure.

III. Negotiated Settlement Procedure

A. A complainant starts the negotiated settlement procedure by notifying the AA/EEO Officer in writing. The Officer immediately seeks the alleged harasser's willingness to pursue a negotiated settlement. The alleged harasser must respond in writing to this request within five working days. If the alleged harasser agrees to pursue a negotiated settlement, the AA/EEO Officer has 20 working days to negotiate the settlement. If the alleged harasser does not respond or agree, the complainant may initiate the panel procedure.

B. The AA/EEO Officer will meet separately with each party to discuss the complaint and the response, and to try to work out a settlement. Either party may also bring an advocate to his or her meetings with the AA/EEO officer. But the complainant and the alleged harasser will not meet face-to-face as part of the negotiations.

C. Any negotiated settlement must be approved in writing by the complainant as well as the alleged harasser, his/her supervisor, the AA/EEO Officer, and any other appropriate administrators. If the appropriate administrators do not approve the settlement, the parties may elect to start the procedure over again, or they may initiate the panel procedure.

D. A complainant who pursues negotiated settlement reserves the right to the panel procedure if a settlement is not reached.

E. If a settlement is reached, the AA/EEO Officer is responsible for implementing it. The AA/EEO Officer will keep the complainant fully informed of the status of the settlement until its terms are satisfied. Should the complainant inquire in writing about the settlement's status at any time, the AA/EEO Officer must respond in writing within ten working days.

IV. Panel Procedure

A. Initiating the Procedure

1. A complainant initiates the panel procedure by notifying the AA/EEO Officer in writing.
2. The Vice President for Academic Affairs chairs the panel. He/she informs both parties, in writing, of the time and place of their panel interviews.

B. Panel Membership

1. At the beginning of each academic year, the Vice President will generate a panel candidate pool, consisting of 35 full-time, continuing College employees chosen at random and proportionately representative of the teaching faculty, the classified staff, and the

administrative faculty. These employees will receive training in sexual harassment law, policy, and procedures.
2. When a complainant initiates the panel procedure, the President will, within five working days, choose 15 persons from the candidate pool and send their names, in writing, to both parties.
3. Within five working days from the President's notification, each party may disqualify up to two candidates from the President's list by notifying the President in writing.
4. Within five working days after receiving the names of disqualified candidates, the President will appoint a panel of five members from among the remaining candidates.

C. Panel Interviews and Recommendations
1. Within 15 working days from the assembly of the panel, the panel will interview each party. These interviews will take place separately, and each party may bring his/her advocate to the interview. The interviews are not intended to be conducted as a court proceeding, and the panel is not bound by the technical rules of evidence. Although the two parties will not face each other, each party will hear the interview of the other party via live audio. A record will be made of all panel interviews.
2. Each party may submit names of witnesses and/or additional written statements to the panel during this 15-day period. The parties may agree in writing to a reasonable extension of this time frame.
3. If the panel desires, the Vice President may request written statements from the witnesses. The panel may decide to interview some or all of these witnesses, and each party will hear these interviews via live audio, if they so choose.
4. The panel may solicit additional information from the witnesses, alleged harasser, and/or the complainant, in order to make a decision.
5. Following the interviews and a review of the evidence, the panel will render a judgment by majority vote (3 votes). If, in the judgment of the panel, sexual harassment has occurred, the panel will recommend an action or actions, also by majority vote. The Vice President only votes in case of a tie.
6. The Vice President submits the panel's recommendation(s) to the President and the parties within five working days of the panel's decision(s). Recommended actions may include, but are not limited to, the following:
 1. written warning
 2. suspension
 3. probation
 4. termination
 5. change of position or assignment
 6. required attendance at a sexual harassment training program
 7. required participation in counseling

D. Resolutions
1. Either party may file a letter of exception with the President protesting the panel's recommendation(s) within five working days.
2. Within five additional working days, the President will inform both parties, in writing, of his or her decision(s).
3. If the President applies a sanction, the Vice President will keep the complainant fully informed of the implementation of that sanction until all terms are satisfied. The complainant may write to the Vice President regarding the implementation of the sanction, and the Vice President must respond in writing within ten working days.

E. Related Issues

I. Other Legal Recourse/Remedies

A. Members of the College community whose complaints are not resolved to their satisfaction through these procedures (or who have complaints which are not addressed herein) may use other avenues of redress available under the Civil Rights Act of 1964 or with the Commonwealth of Virginia.
B. Applicable federal law is found in Title VII and Title IX of the Civil Rights Act of 1964. Title VII, which addresses discrimination in employment, is under the auspices of the U.S. Equal Employment Opportunity Commission (EEOC); Title IX, which governs discrimination in educational programs and/or opportunities, falls under the auspices of the Office of Civil Rights of the U.S. Department of Education.
C. State law can be accessed by contacting the Virginia Office of Equal Employment Services regarding discrimination in employment, or the Virginia Council on Human Rights for other types of discrimination.

II. Other Forms of Discrimination

This policy addresses sexual harassment as a form of sex discrimination. For complaints of other types of discrimination, such as discrimination based on age, race, national origin, marital status, etc., contact the AA/EEO Officer of the College for assistance.

III. Retaliation

Retaliation against an individual as a result of that person's seeking redress under this policy is expressly prohibited. Any person who thinks he/she has been the victim of retaliation should contact the AA/EEO Officer of the College for assistance.

IV. False Allegations/Malicious Complaints

A person who knowingly makes a false sexual harassment allegation may be subject to disciplinary action in accordance with State and/or College policies and procedures.

Smoking Policy

Smoking of tobacco at Mary Washington College is prohibited in all buildings except in areas identified by "Smoking Permitted" signs. First-year residence halls are entirely non-smoking. In all cases, the right of the nonsmoker to protect his or her health and comfort will take precedence over an individual's desire to smoke. The College will provide smoking cessation programs for those who are interested.

Statement of Non-discrimination

Mary Washington College is committed to the concept that all people shall have an opportunity to develop and work to the limits of their ability. The College does not discriminate on the basis of race, color, religion, physical disability, national origin, political affiliation, marital status, sexual orientation, sex (except in housing), or age in admitting and housing students, awarding grades or in employing and promoting faculty and staff members. It is expected that each student who enrolls and each employee at Mary Washington College will uphold these ideals of equality. Questions in these matters should be directed to AA/EEO Officer, Room 24, George Washington Hall, Fredericksburg, VA 22401-5358, or call 540/654-1046, TTY 654-1104.

Student Grievance Procedures for Resolving Allegations of Discrimination

Mary Washington College is committed, by policy of the Board of Visitors dated February 11, 1978, to the concepts of equal employment and educational opportunities for all persons. It is recognized, however, that allegations of discrimination may arise and that procedures for addressing them in a prompt, orderly and equitable manner should be available. The procedures that follow outline the processes and steps that have been established by the College to address specific allegations of discrimination.

Scope of the Procedure

This grievance procedure is available to any student at Mary Washington College who feels that he or she has been discriminated against by one or more persons serving in an official capacity for the College, which alleged action directly or indirectly negatively affects the education or work activity of the individual and which can be corrected by the College. The complaint or allegation must be based on one or more of the following discriminatory factors: race, color, religion, physical disability, national origin, political affiliation, marital status, sexual orientation, sex, or age (except where sex or age is a bonafide occupational qualification). This procedure is designed specifically for resolving matters of alleged discrimination as may be applicable to Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other requirements.

Complaints of students concerning Judicial and Honor procedures and violations, student disputes with faculty members over marks or grading policies, and student campus housing policies that specify same sex roommates and single sex or coeducational residence halls shall be referred to other established procedures for resolution. If discrimination is a part of the allegation, the other established procedures will be utilized.

Procedures

A student with a complaint must consult the College AA/EEO Officer, or his/her designee, in the Office of Human Resources, GW 24, within ten (10) working days after the event that gave rise to the alleged violation. A complete copy of the grievance procedure is available from this office.

Use of the Mary Washington College Name, Seal, Logo, and Medallion

No member of the College community, student or faculty group, club or organization, or non-College group, business or individual may use the seal of Mary Washington College, the

name "Mary Washington College," or the logo, medallion, or mascot symbol, as part of its title, name, or designation, or in the title or name of any publication or for advertising purposes of items or goods or on a bank account without prior written approval from the Office of Publications, Lee Hall.

Virginia "Freedom of Information Act"

All requests for College-related information, utilizing provisions of the Virginia "Freedom of Information Act (FOIA)," must be directed to the Office of College Relations and Legislative Affairs at Mary Washington College. Requests from the news media will be researched and answered by the Office of College Relations. Requests for information from non-media sources will be logged by the Office of College Relations and referred to the appropriate campus office for immediate response and resolution.

Under FOIA, the College may charge for the actual costs of copying and search time. In any single academic year, there will be no charge for copying under 25 pages or less than one hour of search time. The cost of copying 25 pages or more will be 10 cents per page and the cost of one hour or more of search time will be $8.71 per hour. If the information requested requires calculations, research or analysis, search time will cost $14.87 per hour. These rates are based on state compensation guidelines and, therefore, are subject to change. Custodians must document the actual costs of copying and search time.

Withdrawals

There are two types of withdrawal from the College. Voluntary Withdrawal is a procedure initiated by the student; Administrative Withdrawal is an action taken by appropriate authorities of the College.

Administrative Withdrawal: When the withdrawal of a student from a semester is required by action of the Honor Council or as a result of official administrative action, such involuntary withdrawal is termed Administrative Withdrawal. The student is given instructions when such action is taken. A student thus expelled is not eligible for readmission.

Voluntary Withdrawal: A student who does not plan to complete the coursework for a semester must report to the Office of the Registrar no later than the last day of classes to complete the withdrawal process. In order to withdraw from a semester, the student must do the following:

1. Complete the official withdrawal form in the Office of the Registrar.
2. Obtain clearance from designated officials of the College.
3. Pay all outstanding financial obligations to the College.
4. Submit evidence of parental authorization to withdraw.
5. Officially check out of the residence hall and return the room key to the Assistant Director or Head Resident within 48 hours of withdrawal.
6. Return the MWC ID card to the Office of the Registrar.

Courses will appear with a grade of "W" on the permanent record if the student withdraws after the third week of the term.

A student who withdraws in good academic standing is eligible for readmission. A student who withdraws while on academic probation may be readmitted only by approval of the Committee on Academic Standing. Any student in good standing who plans to return should request a Leave of Absence at the time of withdrawal. A student who withdraws under accusation of a drug-related or sexual misconduct-related offense, is not eligible for readmission.

Fee adjustments are based on the official date of the withdrawal, which is the date that the withdrawal form, with all clearances, is received in the Office of the Registrar. (See "Refunds of Fees, Withdrawal Charges," in the *Academic Catalogue*.)

Refund Schedule: Tuition/Fees

The following indicates the applicable refund due based on withdrawal date:

Week	Days	Dropped Course	Total Withdrawal
1	1-8	100%	80%
2	9-15	100%	70%
3	16-22	100%	60%
4	23-29	None	50%
5	30-36	None	40%
6-16	37-Last	None	None

*Day 1 is the first day of classes.

Room and Meal Plan Fees: There will be a prorated refund based on the date of total withdrawal





Student Affairs

Student Affairs

Mission

Student Affairs, committed to excellence in the pursuit of liberal learning, enhances and complements students' academic pursuits by providing a variety of educationally purposeful activities which are designed to promote responsibility to, and interaction among, all members of the College community. Student Affairs encourages the acceptance, appreciation and understanding of individual and cultural differences, and facilitates the acquisition of skills and competencies necessary for life-long learning and for living healthy, productive, creative lives.

Student Affairs is the division charged with providing most of the out-of-class student services including Residence Life and Housing, Student Activities and Community Services, College Police, Health Center, Judicial Affairs and Community Responsibility, Psychological Services Center, Campus Recreation, and the Multicultural Center.

Citizenship in the College Community

Students at Mary Washington College have dual citizenship. They belong to society as a whole and also to the particular community made up of Mary Washington College faculty, staff, and students. In both of those environments, respect for others is the norm. Rational, mature behavior is expected. Voluntary entrance into the community implies acceptance by the student of College regulations. It means that the student must also continue to uphold the standards of the greater community, live by its rules, and fulfill its obligations. Failure to observe these expectations will subject the student to disciplinary action through an established procedure of judicial process.

Many College regulations are simply formal statements of those principles of conduct accepted as necessary for the fabric of society to hold together. Other regulations are principles designed to promote the successful functioning of a residential academic community. Thus, in some instances, College standards go beyond those of the general society. Mary Washington College students are expected to evidence mature conduct away from campus. They will be responsible to civil authorities for any violation of law.

Alcohol Policy

Principle on Which This Policy is Based

The laws of the Commonwealth of Virginia are clear and unambiguous: persons under the age of 21 are not to purchase, consume, or possess any alcoholic beverage; and that persons over 21 have these rights, but are prohibited by law from obtaining alcoholic beverages for the purpose of reselling or providing them to anyone under 21 years of age. The College's policy is not to have alcohol at any College-sponsored student functions.

The College also prohibits intoxication by students of any age on campus. Students who violate this rule are subject to sanctions. Those exhibiting symptoms of on-going substance abuse or addiction may also be required to have a substance abuse assessment.

The College endeavors to ensure that alcohol consumption by students on campus is handled maturely, responsibly, and in conformity with the law.

Serious and/or repeated violations of the College Alcohol Policy may lead to probation, suspension, or expulsion.

Persons requesting alcohol-related information or services may contact the Psychological Services Center, Office of Residence Life, or the Wellness Programs Office.

See p. 76 for policy on Parent/Guardian Notification of Alcohol Violations.

Definitions:

College-Controlled Public Spaces: Those areas on campus for which the College has obtained (or can obtain) Alcoholic Beverage Commission licensing for the sale or service of alcoholic beverages. Included are the Campus Center, Lee Hall Ballroom, and Trench Hill.

Intoxication: A student is determined to be intoxicated by instrumentation (e.g., AlcoSensor, blood test, breathalyzer); or by the professional judgment of a police officer based on behavior or physical manifestations, or failure of field sobriety tests. Any student under the age of 21 with a Blood Alcohol Level of 0.02% or higher will be considered intoxicated. Intoxicated students may be transported to Mary Washington Hospital or arrested by the College Police.

All students found responsible for alcohol intoxication violations will be required, in addition to any sanctions assigned, to meet with a Student Affairs administrator for an educational discussion about their violation.

Possession of Alcohol: A student is considered to be in possession of alcohol if it is on his or her person or in his or her residence hall room.

Private Spaces: Student rooms in College residence halls. All other space on the Mary Washington College campus is considered to be public.

Elements of Policy

1. All students who are 21 years of age or older may possess alcoholic beverages of any type in upperclass residence hall rooms. These beverages may be served to other persons, who are also 21 years of age or over, in upperclass residence hall rooms.
2. No student under 21 years of age may purchase, possess, or consume alcoholic beverages of any type on the Mary Washington College campus.
3. No student shall possess or be under the influence of alcohol while operating or traveling in any MWC- or state-owned vehicle.
4. Beer is the only alcoholic beverage that may be sold on campus by the food service company or other agents of the College.
5. Beer and wine are the only alcoholic beverages that may be served at functions where no admission is charged.
6. Beer must be served only in beer cans or bottles at any function where students of both legal age and underage are present.
7. Food services may sell keg beer at their regularly licensed location—the Eagles Nest.
8. Social host responsibility applies to a residential student who is present and/or aware that his/her guests are engaged in underage consumption of alcohol within the host's room, or of-age intoxication which resulted from consumption within the host's room. Likewise, social host responsibility includes ensuring that underage guests do not possess or consume alcohol on campus and that guests of any age do not become intoxicated.
9. No alcoholic beverages may be consumed in public on the Mary Washington College campus, nor may open containers of alcoholic beverages be transported in or upon public spaces. Alcoholic beverages are not permitted at any athletic contest, game or match.
10. No of-age persons (including parents) are permitted to bring alcoholic beverages into residence hall rooms where all assigned occupants are under the age of 21, or into any first-year residence hall. Of-age staff members residing in a first-year hall as a condition of their employment are allowed to bring alcoholic beverages into their room.
11. Violations of this policy will be reported to the Director of Judicial Affairs and Community Responsibility or designee who is charged with the responsibility for seeing that the provisions of the policy are carried out and that violations are dealt with.
12. Seriously intoxicated students will be referred to the College Police. Any student who is unresponsive or otherwise thought to be in danger of serious acute alcohol poisoning will be referred to the Emergency Room at Mary Washington Hospital for treatment. A Blood Alcohol Level will be determined on all students referred to the College Police for suspected intoxication. Violations of the policy against intoxication on campus are reported to the Director of Judicial Affairs and Community Responsibility or designee.

Directives from College Officials

It is the student's responsibility to respond immediately to any of the following directives or requests from a College official:

1. to identify oneself;
2. to come to the office of the official;
3. to leave a gathering when asked to disperse; or,
4. to comply with any other reasonable request made by an official or faculty member in the discharge of his/her responsibilities.

College officials have the right to stop and question any person entering the residence halls to determine his or her purpose for being there. A student is required to, upon request, provide the full name of his or her guest to any of the following authorities: College administrators, College police, and Residence Life staff. Failure to comply constitutes a violation of College policy with penalties ranging from a warning to dismissal from the College.

Disorderly or Obscene Conduct

No student shall be involved in the following at College-related events, on College property, or in College-owned buildings (including classrooms and residential units) or vehicles: fighting; creating a disturbance; disorderly conduct; obscene conduct or language; verbal or physical harassment; making excessive noise. Disorderly or obscene conduct should be reported to the Office of Judicial Affairs and Community Responsibility, or, in urgent situations, to College Police.

Drug Policy

Mary Washington College does not tolerate the possession or use of illegal drugs on campus or while operating or traveling in any MWC- or state-owned vehicle.

The use, providing for other's use, manufacture, merchandising, or possession of drugs without a doctor's prescription is prohibited by federal and state laws and by the College. Possession of drug paraphernalia on the campus is prohibited by the College. Violations of these rules will result in **expulsion from the College**, as well as prosecution by the civil authorities.

For the purpose of this regulation, drugs are defined as including, but not limited to: marijuana, cocaine, crack, ice, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates, and other hallucinogens except when taken under a physician's prescription in accordance with the law. Drug paraphernalia includes, but is not limited to: bongs, roach clips, pipes, hypodermic syringes, and needles.

Students who wish to seek counseling concerning the use of drugs are reminded that the Director of the Psychological Services Center and the College Physician are available for such help. Conferences with these persons are confidential, subject to the standards of privacy established in the medical and counseling professions. Others, including the Dean of Student Life, and the Director of Residence Life are also available to help students.

Students are strongly advised against the use or possession of legal drug analogues, including but not limited to so-called "legal marijuana substitutes" and "herbal Ecstasy." The College investigates all suspected violations of the drug policy, and individuals performing authorized searches will take possession of suspicious materials or paraphernalia, even though they may subsequently be found to be legal. Also, students are advised that the health risks associated with many of these analogues are not fully understood at this time.

Hookahs and similar devices are considered drug paraphernalia and are not permitted on campus.

Drug Search and Seizure Procedures

When alerted to a possible violation of the drug policy, the Residence Life staff members will investigate using the following guidelines:

Plain View: Resident(s) Present in the Room – Residence Life staff will contact the College Police supervisor on duty and explain circumstances. The supervisor will determine whether a criminal search or an administrative search and seizure is indicated. Residence Life staff members will announce/introduce themselves, state the reason for the room check, ask the resident(s) to confirm or deny the presence of drugs and, if confirmed, ask who is responsible. Materials in plain view will be confiscated by the staff members, a thorough search of the room will be conducted, and College Police will be called to collect the material. An Incident Report will be written and distributed to appropriate administrators (i.e., Asst. Director, Director of Residence Life, Dean of Student Life).

Plain View: Resident(s) Not Present – Residence Life staff will contact the College Police supervisor on duty and explain circumstances. The supervisor will determine whether a criminal search or an administrative search and seizure is indicated. In an administrative search and seizure, the Residence Life staff members will enter the room and confiscate any drugs in plain view. No search will be conducted at that time, but the room will be secured. When residents return, they will be directed to another location and the situation explained to them. Further searches may be conducted at that time, at the direction of College Police.

Administrative Search – After approval by the Vice President for Student Affairs or designee, an administrative search and seizure will be conducted by appropriate Residence Life or administrative staff members (i.e., Asst. Director on-call, Director of Residence Life, Dean of Student Life, or Senior Staff administrator on-call) accompanied by a College Police officer. The Residence Life staff members present will knock on the door, introduce themselves by name and title, key-in, and enter the room. The police officer will remain outside the room to provide assistance if necessary. The staff members will introduce all personnel to the resident(s), state the purpose for the search, and explain that the officer is present in an administrative capacity to take possession of any illegal drugs or paraphernalia found in the room. Staff members will ask the resident(s) to confirm or deny the presence of drugs and, if present, to identify the responsible person. A thorough search of the room will be conducted. Any drugs found will be handed to the officer outside the room. This procedure will be followed whether residents are present or not present in the room. Resident(s) will be informed that an Incident Report will be written, the substances found will be analyzed by the police, and that they must schedule an appointment with the Director of Judicial Affairs and Community Responsibility. Residents should be referred to the judicial process hearing procedures explained in the *Student Handbook*.

Drug Free School Zone

On April 11, 1992, the following resolution was unanimously adopted:

"Resolved by the Rector and Visitors of Mary Washington College **that the campus of Mary Washington College is hereby designated a 'drug free school zone.'**" This action, which applies the provisions of the *Code of Virginia* Sec. 18.2-255.2 to the MWC campus makes it unlawful for any person to manufacture, sell or distribute or possess with intent to sell, give or

distribute any controlled substance, imitation controlled substance, or marijuana at any time while upon the property, including buildings and grounds or upon property open to public use within 1,000 feet of College property. Nothing in this resolution shall prohibit the authorized distribution of controlled substances.

Violation of the provisions of this resolution and the *Code of Virginia* shall constitute a separate and distinct felony. Any person violating the provisions of this section shall, upon conviction, be imprisoned for a term of not less than one year nor more than five years and fined not more than $100,000. However, if such person proves that he sold such controlled substance or marijuana only as an accommodation to another individual and not with intent to profit from any consideration received, or to induce the recipient or intended recipient to use or become addicted to or dependent upon such controlled substance or marijuana, he shall be guilty of a Class 1 misdemeanor.

Prosecution under the provisions of this section of the *Code of Virginia* does not preclude the enforcement of other College regulations concerning the possession and/or use of drugs or drug paraphernalia.

Mental Health Policy

The Mental Health Policy addresses inappropriate student behavior on campus, the classroom, and/or in the residence halls. Its goal is to assist students in accessing resources that will help them meet expected College behavioral standards and succeed academically, personally and socially. The MHP complements the College judicial system and the Honor Code and, when invoked, is not considered a sanction, but, rather, a supportive resource.

A student's status at the College will be reviewed if the student's behavior meets one of the standards described below AND there is reason to believe that the actual or threatened behavior is caused by or derives from a psychological problem, emotional problem, or substance abuse problem. Specifically, the Mental Health Policy may be invoked when:

1. The student has engaged, or threatened to engage, in behavior constituting a disciplinary or honor offense as defined in the *Student Handbook*, and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological problem, emotional problem, or substance abuse problem.
2. The student has engaged, or threatened to engage, in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others, and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological problem, emotional problem, or substance abuse problem.
3. The student has engaged, or threatened to engage, in behavior which poses a danger of causing physical harm to self or others, and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological problem emotional problem, or substance abuse problem.

When a student's behavior does meet one of the above standards, the Dean of Student Life will meet with the student to:

- review the behavior(s) in question
- clarify appropriate behavioral expectations with the student
- discuss resources to assist the student in meeting behavioral expectations
- develop a written action plan which may include a behavioral contract to assist the student in meeting behavioral expectations

As part of the action plan, the Dean of Student Life may, after consultation with the Mental Health Assessment Committee, refer the student for a mandatory psychiatric, psychological or substance abuse evaluation. The mandatory evaluation may be requested as part of the original action plan or at any time during which the student is subject to the procedures of this policy.

With the consent of both the student and the Psychological Services Center, the evaluation will be performed by a Psychological Services Center psychologist. In those instances where either the student or the Psychological Services Center so requests, the evaluation will be performed by an independent psychiatrist or psychologist who is appropriately licensed by the Virginia Board of Medicine or the Virginia Board of Psychology, by another licensed mental health professional, or a certified alcoholism counselor. Upon the recommendation of the Psychological Services Center, the Dean of Student Life may specify that the independent evaluation be performed by a licensed psychiatrist or by a certified alcoholism counselor. Pending the completion of the evaluation, or at any point during which the student is subject to the procedures of the Mental Health Policy, the Dean of Student Life may bar the student from classes, College housing, or College property.

In those instances where the behavior of a dependent student falls under the standards of this policy, the party(ies) responsible for the student's finances (according to Mary Washington College records) may be contacted by the Dean of Student Life. In those instances where the behavior in question involves a danger to self or others, the student's parents or significant other(s) may be contacted whether the student has dependent or independent status.

The Mental Health Assessment Committee will then review the student's status at the College. The status review will result in one of the following:

- no action, or, if applicable, resumption of normal activities
- continued enrollment and/or residence provided that the student continues to comply with behavioral expectations
- involuntary removal from College housing
- involuntary administrative withdrawal from the College (recommendation for this action is made to the President of the College)

Further, invoking this policy does not mean that the student will necessarily be exempt from the regular disciplinary actions associated with the behavior in question according to the rules and procedures of the *Student Handbook*.

A student who has been involuntarily removed from College housing may reapply for residential status by petitioning the Mental Health Assessment Committee, providing documentation in support of his/her request for reinstatement. Also in cases of involuntary administrative withdrawal or removal from College housing, the student will receive a pro-rated refund of the housing and/or meal plan, as appropriate.

Notification Policy

All full-time, BA/BS degree-seeking undergraduate students, residential and commuting, will be officially notified of College information and deadlines through their assigned on-campus post office box or through email. BLS students are notified by mail to the home address on file with the Registrar's office.

Searches and Seizures

1. If College authorities have reasonable cause to believe that a College rule is being violated in a manner that prejudices the proper and efficient operation of the College or the welfare of the student body generally, College authorities may inspect the student's room for the purpose of investigating the violation. If there is reasonable ground for belief that the violation is taking place, and if the search is necessary for the investigation of the violation and enforcement of the rule, and if action against the offender is limited to administrative procedures as distinguished from criminal proceedings, then no search warrant is required. The Dean of Student Life, Director of Residence Life, or the Associate or Assistant Director may participate in an administrative search. The College Police may also observe an administrative search.
2. If the search is to be made for the purpose of a police investigation of a violation of criminal law, a search warrant or consent must be obtained even though actual prosecution may not be contemplated. There are situations in which searches can be made of private residences without search warrants. Examples include: search of the area under immediate control of a person being arrested; plain view seizure of an illegal item; invasion of a resident's room in hot pursuit; and search made when it is not reasonably possible to get a search warrant.
3. Evidence observed by College personnel during search and seizure may be used in court during criminal prosecution, as well as in a College disciplinary proceeding.

(See also "Special Event Search Policy" and "Drug Search and Seizure Procedures.")

Special Event Search Policy

In an effort to protect the College community and its guests, the following policy concerning the electronic searching of attendees at certain special events on the campus shall be followed. Searches will not routinely be conducted at traditional College events scheduled for enrolled students only, where the general public is not invited.

Search Criteria: Searches will be conducted at any event where one or a combination of the following conditions exist:

1. open to the general public;
2. an admission charge is collected;
3. entertainer contract specifies that a search be conducted;
4. a person with dignitary protective coverage is in attendance; or,
5. police have received adverse intelligence information concerning the group performing or activity to be engaged in on campus.

This policy shall be carried out in a consistent and fair manner without preference. All persons or groups that intend to sponsor any such activities shall forward the "Special Events Review Form" to the College Police Office in accordance with the Special Events policy.

The searches described in this policy include, but are not limited to, the use of walk-through or hand-held metal detectors.

It shall be the responsibility of the event sponsor to ensure that all tickets and advertising materials include a statement that all persons entering the event are subject to search.

Sexual Misconduct Policy

The Mary Washington College community will not tolerate sexual misconduct in any form, including acquaintance rape. Nor will it tolerate aiding another in the commission of any form of sexual misconduct. These are serious violations of the MWC Statement of Community Values and constitute violations of College regulations, which are punishable through the judicial system. This policy may apply off campus as well as on if a Mary Washington College student is involved in such an incident and is attending a College-sponsored event as a student. This policy will also apply in any situation where the College has reasonable cause to believe that the safety and welfare of the College community requires action pursuant to this policy.

Sexual misconduct includes: rape; forcible sodomy; forcible cunnilingus or fellatio; sexual penetration with an inanimate object; fondling or touching an unwilling person's genitalia, groin, breast or buttocks (covered or uncovered); or forcing an unwilling person to touch another's intimate parts (genitalia, groin, breast or buttocks). More specifically, sexual misconduct includes acquaintance rape/sexual misconduct, defined as any of the aforementioned acts undertaken by a friend or acquaintance without consent, or when the victim is incapable of giving consent, such as when the victim is physically or mentally incapacitated by alcohol or other drugs. Sexual misconduct occurs when a person is subjected to any of the above acts against his/her will, either by force, threat, intimidation, or through use of the victim's mental or physical helplessness of which the accused was aware or should have been aware. Aiding another in the commission of any of the aforementioned acts, whether by physical restraint or otherwise rendering a person incapacitated, shall also be a violation of this policy. The recording or broadcasting of sexual activity without the consent or knowledge of parties involved shall be considered a violation of this policy.

Campus Services

A tragic outcome of campus sexual assault is that most students remain silent. In fact, because the act is often perpetrated by a trusted acquaintance, many students do not recognize that they have been assaulted. These silent victims can experience profound and long-lasting changes in their lives—psychologically, socially, developmentally, and academically.

Mary Washington College recognizes the need to be responsive to the problem of sexual assault on campus and is committed to providing programs/services that are both educational/preventive, as well as remedial in nature. The goal is to increase awareness and educate the entire campus community as well as to provide an environment which assists the victim in the recovery process.

Educational/Preventive

The College realizes the importance of professionally trained staff and encourages participation in training in sexual assault issues on an annual basis. Residence Life, Psychological Services Center, Health Center, and College Police staffs, in particular, are prepared to respond appropriately in the event of a student assault. They are trained regarding the prevalence of sexual assault, how and where it happens, its impact on the victim, the role of alcohol and drugs, and appropriate action to be taken when an assault occurs.

Education for the student body at large is accomplished through the distribution of educational materials; class, organizational, and residence hall programming, including a mandatory first-year program; and special campus-wide events, such as Sexual Assault Month and Alcohol Awareness Week.

Campus security has been enhanced through installation of security telephones at outlying areas of the campus and the provision of an evening escort service. College Police provide information to students stressing the importance of residence hall security and encourage reporting of sexual assaults on campus. Police also report incidents of sexual assault according to the Crime Awareness and Campus Security Act of 1990.

Remedial Services

The College also provides services to students who are victims of sexual assault. The written protocol for responding to sexual assault cases will guarantee that victims receive needed information and access to treatment, and that appropriate personnel are notified when a sexual assault occurs. These services assist the student in dealing with the medical, psychological, judicial, and academic implications of the assault.

Residence Life: If a residence hall staff member is notified of an assault, he/she can assist the victim in obtaining necessary services (Health Center, Psychological Services Center, Police, Rappahannock Council Against Sexual Assault). The Residence Life professional on-call

will accompany the student to the Health Center, where any services needed may be initiated. Assistant Directors can also provide follow-up as the student returns to the residence hall. All Residence Life staff will maintain strict confidentiality. Resident Assistants are required to notify the Residence Life professional on-call if a student has been assaulted so that the student will receive professional assistance in accessing services. RCASA may be accessed through Residence Life staff, the Residence Life Office (654-1058) or by calling 371-1666 at any time.

Health Center: For immediate medical attention, a student may be taken to the campus Health Center. At that time a determination will be made as to immediate medical needs and whether or not further treatment is required; if so, the student will be transported to Mary Washington Hospital Emergency Room. In the event the student wishes to have physical evidence collected for possible future legal action, this exam must be performed by specially trained hospital personnel. Health Center staff can discuss with the victim the risks of sexually transmitted diseases and pregnancy. They will also ask the victim if he/she would like to speak with someone from the MWC Psychological Services Center or the local Rappahannock Council Against Sexual Assault and arrange a contact with an advocate.

Psychological Services Center: The MWC Psychological Services Center staff provides on-call services to the Health Center and Residence Life in the event of a sexual assault or other crisis situation. A victim may also initiate contact directly with the Psychological Services Center to obtain help in dealing with the aftereffects of the assault. The staff can provide support as the victim deals with the emotional/psychological impact of the assault, as well as assist him/her in decision-making regarding reporting of the assault, contacting parents/significant other, modifications in living arrangements, handling academic schedules/ commitments, etc. The Psychological Services Center can provide follow-up services to the student or help him/her connect with an advocate from Rappahannock Council Against Sexual Assault and/or a mental health referral in the local community. Services are also provided to students who come to the Center for other reasons and in the course of treatment disclose a rape or sexual assault. Strict confidentiality is maintained throughout the process.

College Police: A rape that occurs on the College campus is both a criminal violation and a violation of College codes of student conduct. Students are encouraged to report the assault to College Police, and may do so anonymously, even if they do not intend to press charges. Members of the MWC community other than the victim may also file an anonymous third party report of the assault which does not name the victim or alleged perpetrator. This report increases police awareness of crimes on campus and helps them to focus prevention efforts on these areas. The College Police will assist the victim in filing a police report of the assault as well as provide information about the procedure for criminal prosecution and will coordinate meetings with the local Commonwealth Attorney and Victim Assistance Director. The police will conduct an investigation of the alleged crime and keep the victim informed as to the findings. The MWC Police Office will also make any necessary referrals to campus and/or local agencies to assist the victim.

Dean of Student Life: The Dean of Student Life or designee will provide information to the victim about options for pursuing a charge against the assailant through the College judicial process. In addition, in conjunction with the Director of Residence Life, options for modification of living arrangements will be provided if the victim and accused live in the same residence hall or in close proximity to one another. The Dean of Student Life may also issue an interim restraining order (**active avoidance**) to help ensure that the victim is not harassed by the alleged assailant.

Prosecution Procedures

We strongly encourage students who have been sexually assaulted to report the crime, either for prosecution within the Mary Washington College system and/or the local justice system. Reporting the assault enhances the victim's recovery and makes possible the receipt of needed services. Reporting also possibly prevents future assaults on other women/men by the victim's assailant. A Mary Washington College student who has been assaulted has the option of prosecuting his/her assailant within the College judicial system. This process is initiated by contacting the Dean of Student Life. The Dean of Student Life or designee will then initiate the Student Conduct Hearing Board process. This procedure is detailed in the *Student Handbook*. The Student Conduct Hearing Board will be trained annually regarding the appropriate handling of sexual assault cases. Throughout the disciplinary process, the victim is assured the following rights:

1. The right to have a person of her/his choice accompany her/him throughout the disciplinary process (including the hearing).
2. The right to have the proceedings remain confidential.
3. The right to be present during the entire proceeding.
4. The right, as established in state criminal codes, not to have her or his sexual history discussed during the hearing, except as it relates to the specific incident in question.

5. The right to relate her/his account of the incident and to make a "victim impact statement."
6. The right to a closed hearing (with the accused present) during her/his testimony.
7. The right to be informed immediately of the outcome of the hearing.

Students have the option of prosecuting the assailant criminally or civilly instead of, or in addition to, the Mary Washington College Student Conduct Hearing Board. The College Police Office will assist students in criminal or civil prosecution.

Unauthorized Entry/Trespass

No student shall enter or remain in a private room, office or restricted area under control of another student, faculty member or College official except by permission or invitation of the resident student, faculty member or appropriate College official. Further, any unauthorized student entering a College-operated building or room that has been closed or locked shall be guilty of trespassing.

Individuals who are not Mary Washington College students but who commit any of the above infractions will be prosecuted and may be prohibited from returning to the campus.

Weapons and Projectiles

No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, or other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the College. In addition, no student shall keep use, possess, display or carry any toy weapons which resemble any real weapons, any swords, any illegal knives, any explosives (including fireworks, sparklers) or any other such devices which could be used to threaten the safety or well-being of a person on any property or in any building owned or operated by the College.

No student shall throw or cause to be projected any object or substance that has potential for defacing or damaging College or private property or causing personal injury or disruption.

Procedural Policies

Bicycles

Bicycle racks are provided outside of most residence halls and some classroom buildings. There is no space available for storage of bicycles during the summer months. Procedures for registering and storing bicycles on campus include:

1. All bicycles utilized by students on campus shall be registered by the Office of College Police. There is no charge for bicycle registration.
2. Cyclists are expected to show courtesy to all pedestrians on Campus Walk.
3. Cyclists are to provide pedestrians on Campus Walk with a verbal warning before passing.
4. Bicycles may not be stored or parked on campus walkways, steps, in building hallways, stairwells, doorways, or on stairs.
5. Bicycles should be securely locked to racks when not in use.
6. Students may store their bicycles in their rooms between semesters and during semester vacations, and during other times according to individual community standards.

Continuing at the College

Every spring, all students confirm their fall semester registration by paying a nonrefundable Tuition Deposit and Continuation Fee. Continuing students not attending the fall semester, but returning to study in the spring will be required to pay this fee prior to registration.

Facility Scheduling

Student organizations wishing to reserve space for on-campus activities must first complete a Space Request Form and have it approved by staff of the Office of Student Activities and Community Service (OSACS). The form is available from OSACS in Seacobeck Hall. Once approval for the event has been received, the student representing the club or organization may contact the Director of Events, Conferences and Facility Scheduling, Brent House, 654-1234, to reserve space.

Approval of space for an event may be given when the event: 1) does not disrupt academic activities, scheduled events, College functions, or other normal pursuits that take place in the area; and, 2) when such use is not physically destructive or unlawful. The Director, in cooperation with those reserving space, may develop in advance specific provisions to govern conduct at the event.

Contract conditions: If the student group/faculty member/staff person reserving space is sponsoring a speaker or entertainment group, **the contract must be reviewed by the**

Director of Student Activities. The Director of Student Activities or designee must sign the entertainment/speaker contract. In order to be properly executed, contracts must be accompanied by a Contract Processing Form, a Federal Tax Form, an Addendum, and a Disbursement Form. These forms are available in the Office of Student Activities. Contracts should be on file one week before the scheduled event. This ensures on-time payment to entertainers/speakers. The Community Values Statement is used by OSACS and student groups as the guiding policy for sponsoring entertainment groups and speakers.

The Student Activities staff, or other College personnel, are authorized to ask any student to leave the facility, if the student is using, or occupying College space in an adverse way or engaging in disruptive behavior. This person may incur disciplinary action by the College or prosecution by civil authorities.

Rules for use of College equipment or space:

1. Space must be reserved at least **5 working days in advance**. After the Space Request Form is approved by the OSACS staff, the student may contact the Director of Events, Brent House. Space in residence halls must be reserved by the Assistant Director, Resident Director, or Head Resident. Any residence hall council or group engaging in campus-wide programming should consult the Director of Student Activities to ensure proper implementation of contractual agreements. Large events should be booked as far in advance as possible.
2. Individuals or groups using College equipment or space are required to return it in satisfactory condition. They are also responsible for all costs of cleaning and repair of the facility and equipment used. If overtime is involved, the sponsoring group will be billed accordingly.
3. Facilities will be scheduled on a first-come, first served basis for student groups/organizations reserving space. The official function of Class Council and the Student Association Entertainment Committee (SAE) is to plan social activities for the entire campus; therefore, each has priority over other organizations requesting space. When a campus-wide activity is planned by Class Council or SAE, no other similar campus-wide social activity may be held simultaneously unless special permission is obtained from the Director of Student Activities.
4. Audiovisual equipment or food service equipment needed for any event must be ordered directly from the Multimedia Center or Dining Services. If such items are lost, damaged or stolen, said user will incur all replacement costs.
5. Equipment needs related to room furnishings (tables, chairs, lectern, etc.) are to be submitted in writing to the Office of Events no later than five working days before the event. If the event involves a large amount of equipment, at least 10 work days are required.
6. The student is reminded that regardless of where permission is obtained for the use of College space or equipment (except for regularly scheduled classes, labs and residence halls), confirmation for that space must be made by the Director of Events.
7. It is the policy of Mary Washington College not to rent its facilities to non-College individuals, organizations, and groups during periods of time when the College is in regular session. All non-College individuals, organizations, and groups desiring the use of College facilities must submit their requests in writing to the Director of Events, Brent House. This procedure includes the use of space requested by College personnel for any off-campus organizations or groups. The procedures for scheduling College space for outside groups are:
 a. Request in writing the use of College facilities from the Director of Events, including the date, time, and place. This request must be made at least 30 working days prior to the event.
 b. Should the event be cancelled, the Director of Events must be notified at least 72 hours prior to the scheduled event so that appropriate offices can be notified.
 c. The sponsoring organization or individual will be billed by Food Services for any food and beverages requisitioned for the event; any charges already incurred for the rental will be determined by the Director of Events.

Posters—Signs—Notices—Banners—Advertisements

These types of items must be reviewed and stamped by the Office of Student Activities and Community Service (OSACS) and may only be displayed on building bulletin boards, outdoor bulletin boards on Campus Walk and outside Seacobeck, or on Seacobeck tables. **Items may be attached to bulletin boards only with appropriate materials such as thumbtacks, push pins, standard staples, masking or cellophane tape.** Do not use heavy-duty or strapping tape, nails, or heavy-duty staples (as from staple guns).

1. ALL posters, signs, notices, and advertisements must be stamped by the OSACS staff in Seacobeck Hall before posting and shall be fully removed by the posting party within 24 hours following the event or activity.

2. At **no time** can anything be posted on lamp posts, trees, columns, the Campus Center arcade, windows of buildings, or in stairwells of residence halls.
3. Campus Center/Campus Walk Bulletin Boards: Items for posting must be stamped by OSACS, placed only on bulletin boards, and will be removed every Monday morning.
4. Flyers for Seacobeck tables must be stamped by OSACS, must be half-page size (8 ½ x 5 ½), and will be removed every Sunday morning.
5. Residence halls: items for posting must be reviewed by the Asst. Director, Resident Director, or Head Resident, and attached to bulletin boards with appropriate materials (as noted above).
6. Student election materials may be displayed only on the outside of Lee Hall, but must not obstruct the entry. Election banners may not be hung from roofs, porches, or windows of residence halls. (See the Student Gov't Assn. By-Laws for campaign rules.)
7. If an event is advertised off campus and it is appropriate to restrict age, this should be noted on posters/advertisements of the event.
8. The College may post signs and notices as needed for campus traffic and parking control and to denote special College-wide occasions such as Homecoming, Family Weekend, and Preview.
9. All posted materials must include contact information, (name and phone number) of the sponsoring club, organization, or individual.

Recreational Use of Goolrick Hall

Goolrick Gymnasium recreation facilities are available only to individuals holding a valid, current, and full-time MWC ID card. All persons must present their ID card to the desk aide upon entering the building at all times, including classes, intramural activities, intercollegiate practices and for incidental recreation. ID cards are generally not required for entry into varsity basketball, volleyball, or swimming competitions; however, it is recommended that students have their ID card in their possession at those times.

Each full-time ID card holder may bring a maximum of two guests to Goolrick Hall for recreation purposes during operating hours. Guests must complete a Guest Form at the College Police Office and present one copy of the form to the Goolrick Hall desk aide. The MWC host/hostess must accompany the guest(s) at all times, and is responsible for the conduct of their guest(s), and the cost of any damage caused by the visitors. Abuse of these procedures, including damage to the facilities or theft of equipment by any person utilizing Goolrick facilities may result in loss of privileges, charges for damage, expulsion from the College, dismissal from employment, or other appropriate penalties.

Specific hours for use of the swimming pool, main and auxiliary gyms, racquetball court, and weight room are posted each semester and during summer sessions.

Selling and Solicitation

On-Campus in the Residence Halls:

1. Sales and/or solicitation by outside commercial or charitable organizations may not be conducted in the residence halls. Deliveries and collections may not be made to or from individual student rooms by non-students.
2. Officially recognized student clubs, organizations or individuals may sell approved items in the residence halls according to community standards.
3. Rooms are for student residence only and may not be used for commercial purposes. Residents may not perform babysitting services within the residence halls.

On-Campus in Other Locations:

1. Outside organizations must receive prior approval from OSACS before conducting any business.
2. Officially recognized student clubs and organizations may sell approved items on campus. Organizations and individuals must receive prior approval from the Director of Student Activities for all campus sales.
3. Officially recognized groups may conduct raffles on campus in compliance with regulations of the City of Fredericksburg and College policies. Consult the Director of Student Activities for further information and approval.

Off Campus: College clubs and organizations are not permitted to sell or solicit goods and materials at locations outside the MWC campus without permission from the Director of Student Activities.

Off-Campus Vendors: Outside organizations must complete the vendor agreement form and receive prior approval from OSACS before conducting any business on campus. The timetable for vendors is from the beginning of the fall term until October 15; and from March 15 until the end of the spring term.

Student Organizations

Membership—Any student organization may seek approval by the Student Government Association (SGA). Whether or not such approval is granted, registration with the Office of Student Activities and Community Service (OSACS) is required. Only full-time undergraduate students may be members of College clubs or organizations. To hold office in any organization, a student must be registered for at least twelve (12) hours of academic credit. A student placed on academic or disciplinary probation may not be eligible for election to any office in a student organization, nor may he or she represent the organization in any way off campus. If a student is placed on academic or disciplinary probation after election to an office, his or her position may be declared vacant by the SGA Executive Cabinet.

Faculty/Staff Adviser—Every student organization must have a faculty or staff adviser unless special arrangements are made through the Office of Student Activities for an adviser from outside the College community. Unless the adviser is specifically named in the organization's constitution, each organization shall elect its adviser in March to serve for the next academic year. The adviser's name must be submitted to the Director of Student Activities. The adviser should be willing to meet with and advise the group.

Duties of the adviser are:

1. to assist the group in carrying out its stated purposes;
2. to aid in decisions concerning all social functions of the group;
3. to represent the organization to the faculty and administration;
4. to be acquainted with and help the organization maintain the rules of the College; and,
5. to attend events sponsored by the organization.

Duties of the organization toward the adviser are:

1. to invite the adviser to attend meetings and events sponsored by the group;
2. to consult with the adviser concerning proposed functions; and,
3. to keep the adviser updated as to the activities and plans of the group.

Guests—Off-campus guests may be invited to any function by an individual member of a group. The individual member who makes the invitation will be considered responsible for the conduct of his or her guest.

Off-Campus Trips—Recognized student organizations scheduling College transportation for trips should follow these guidelines:

1. The trip should relate to the purpose of the group or serve to represent the College in an official capacity;
2. A representative of the College administration or faculty must accompany the group on any trip where the destination is 50 or more miles away.
3. Only College-related personnel or students are allowed to be transported in College vehicles;
4. Students on disciplinary probation are ineligible for such trips;
5. Arrangements must be made through OSACS and a complete list of participants submitted at least 5 days prior to travel;
6. Transportation is allocated on a vehicle-available basis; and,
7. Any absence from class is subject to authorization by the appropriate faculty member.

NOTE: This procedure does not apply to academic field trips.

Student Organization Accounts

Any recognized student organization or club may receive an allotment from the MWC Finance Committee and is required to maintain funds in College accounts. Failure to comply with this policy will result in the organization being ineligible for further College funding. Funds received from the MWC Finance Committee may not be used for charitable donations to non-MWC organizations or for awarding student scholarships.

Any recognized student club or organization that does not receive funding from the Finance Committee may set up accounts in local banks; however, **these outside accounts must have no reference to MWC and may not use the tax ID number.**

Student Organization Approval

Any student organization may seek approval by the Student Government Association through either the Inter-Club Association or Student Media Council. Any approved organization may seek to be recognized by the MWC administration by filing an application for recognition

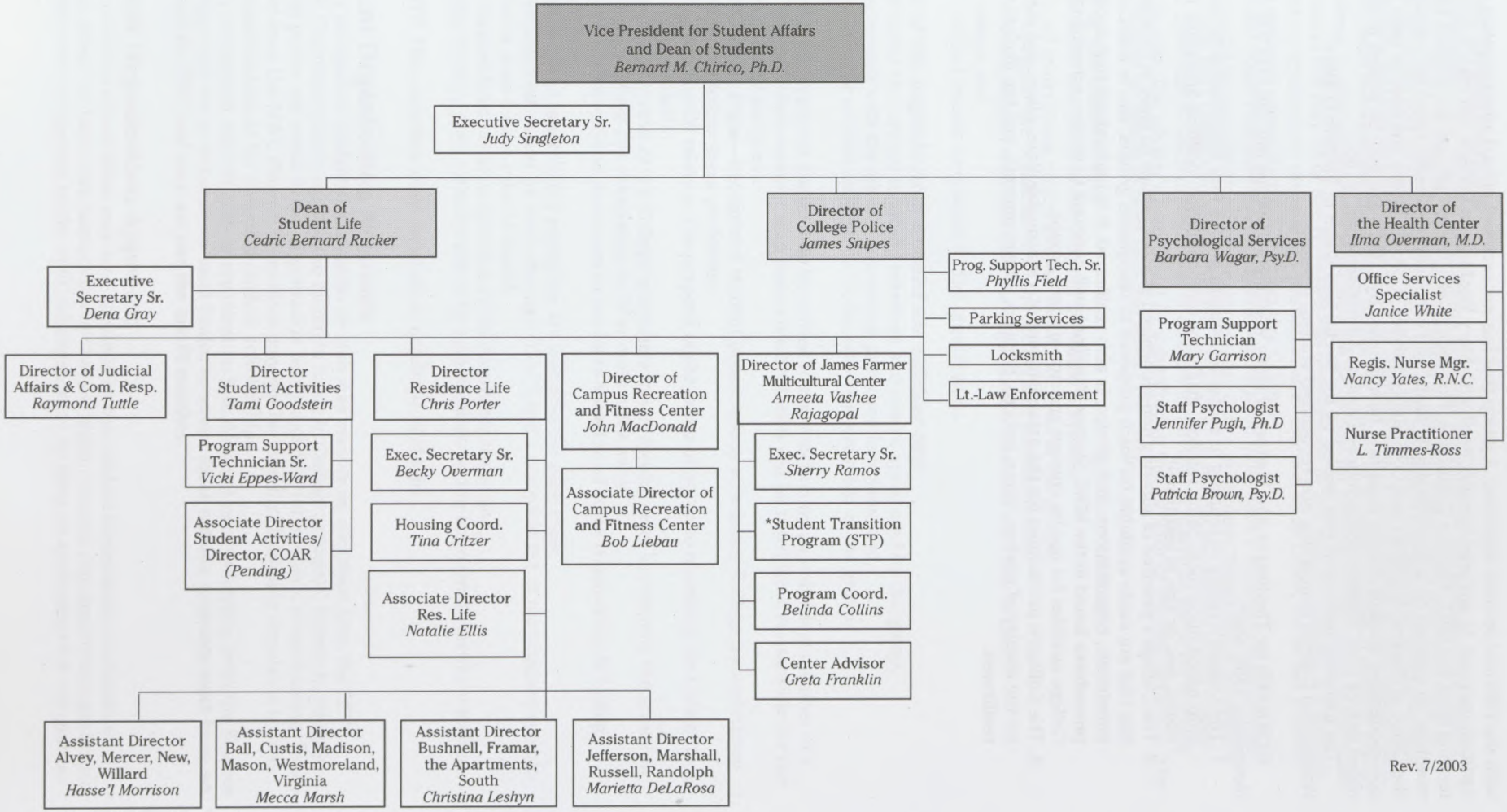
with the Office of Student Activities. A group that has not received official administrative recognition may not, in any way, identify itself with Mary Washington College, nor may it receive funding from the MWC Finance Committee. Non-recognized student groups are allowed to hold meetings on campus on a space-available basis, and can reserve meeting space by contacting the Office of Student Activities and Community Service (OSACS). Flyers and notices used by non-recognized student groups must first be approved by OSACS and may be posted in designated spaces (see "Posters-Signs-Notices-Banners-Advertisements," p. 55).

The following resolution was passed by the Rector and Board of Visitors of Mary Washington College concerning non-recognized student groups:

RESOLVED by The Rector and Visitors of Mary Washington College this the 11th day of November, 1989, that:

1. The College's policy of refusing to recognize student groups that discriminate in membership based upon race, color, religion, disability, national origin, political affiliation, marital status, sex, or age, is reaffirmed.
2. The College's practice of allowing non-recognized student groups to meet in College facilities that are made available for such purposes to recognized groups, and to non-College individuals, organizations, and groups, is also reaffirmed. It is understood that applicable procedures found in the MWC *Student Handbook* will continue to govern scheduling of College facilities for use by student and non-student groups.
3. The College's procedures for the establishment of a reasonable time, place, and manner for the display of posters, signs, notices, banners, advertisements, and the like are also reaffirmed.

Division Of Student Affairs



Rev. 7/2003

Residence Hall Policies & Guidelines

(For additional details, refer to the Housing and Dining Services Contract.)





Roommate Bill of Rights

Each student living in campus housing signs the "Roommate Bill of Rights" agreeing to adhere to policies supporting roommate's rights, a synopsis of which is presented below. For the complete statement, contact Residence Life and Housing.

1. The right to sleep without disturbance from noise, guests, or roommates.
2. The right to reasonable quiet.
3. The right to cleanliness.
4. The right to free access of the room and facilities without pressure or intimidation from roommate(s).
5. The right to maintain a smoke-free room.
6. The right to study without undue interference.
7. The right to personal privacy and respect for one's personal property.
8. The right to host guests within guidelines and with roommate approval.
9. The right to discuss/resolve disagreements without violence, verbal abuse, and/or coercion.
10. The right to have one's cultural, racial, and lifestyle differences respected.

Guest Policies

Each individual has the right to a certain degree of privacy while residing in his/her living space. The resident host must also have the opportunity to interact with a guest or guests; however, guests must not violate the rights of others. In addition, control of access and entry to the residence halls helps to better ensure the safety of residents.

Definitions (for purposes of guest policies only):

a. *First -year students*: individuals who have 11 or fewer MWC credit hours, and who are in their first semester of residing on campus.
b. *Upperclass students*: individuals who have successfully completed 12 or more college level credit hours.
c. *Guests*: any individuals who visit a student room/suite but do not stay over-night in the room/suite.
d. *Overnight Guests*: any individuals who stay overnight in an MWC residence hall at the invitation of one of the assigned residents with the approval of roommate(s)/ suitemate(s).
e. *Resident Host*: a student currently assigned to a residence hall space at MWC who invites a guest or an overnight guest to the room.
f. *Honor Sign-In*: policy which allows students in upperclass halls to extend visitation beyond paid desk aide hours without having to staff the desk with voluntary members of the residence hall community.

Residents' Responsibilities:

1. Room/suitemates are encouraged to discuss and establish hours for their room/suite within the limits established by Self-Determination by Community Standards and Residence Life and Housing.
2. Residence Life staff will assist residents as problems arise with guests in their respective rooms/suites. However, it is the responsibility of the student to initiate efforts to resolve problems regarding the living situation with room/suite-mates or other residents.

Host Responsibilities:

The following responsibilities also apply to first-year students hosting family members.

1. Hosts are responsible for the actions of their guests and overnight guests and for ensuring that guests and overnight guests comply with College regulations.
2. Hosts must show proper concern for the rights of room/suitemates as well as the building community.
3. Hosts must be sure that the guest or overnight guest for whom they take responsibility is, in fact, their guest or overnight guest and not someone who is visiting someone else.
4. Hosts must inform guests and overnight guests that, should circumstances and/or incidents arise in which that guest or overnight guest is in violation of laws or College policies, the guest and the host can be liable for College and/or civil action. The host should make every reasonable effort to ensure the guest's or overnight guest's compliance with College and/or Residence Life & Housing policies and regulations.
5. Hosts may be subject to judicial action and charged additional rental for each day a guest resides illegally in a room/suite.

Residence Hall Policies and Guidelines

Guest Responsibilities:

1. Guests must abide by College and Office of Residence Life rules and regulations. It is the responsibility of guests to familiarize themselves with this information.
2. Guests who violate College and Office of Residence Life rules and regulations may be restricted from entering the residence halls and are subject to judicial and/or civil action.
3. All guests must observe College sign-in policies itemized under the "Guest Sign-In/Out Procedures."

First-Year Student Guest Hours

This pertains only to the first semester. Upperclass student guidelines apply during the second semester if 12 on-site MWC credit hours have been earned.

Guests are not permitted between the hours of 2-9 a.m. M-F; and between 3-9 a.m. Sat.-Sun.

Overnight Guest Policies*

These policies also apply to first-year students hosting family members.

**NOTE: First-year students are not permitted to have overnight guests during the fall semester with the exception of family members. Family members are defined as parents or siblings only.*

1. **All occupants** of the room/suite must consent to having an overnight guest. If parties do not agree, then the rights of the individual student who does not care for having guests supersede.
2. No one particular overnight guest may stay in a room/suite for more than three consecutive nights. No registered occupant of a room may host the same overnight guest for more than 14 nights each semester.
3. Overnight guests must be escorted by their host at all times.
4. Contact your RA for the particulars related to overnight guest registration. All guests under the age of 18 are required to register and provide emergency contact information.

Guest Sign-In/Out Procedures

Residence halls will open for guests on Monday, August 25, 2003 when either the Resident Desk Aide schedule is completed (first year halls) or when the Honor Sign-In policy is implemented by community vote (upperclass halls). Friends and family members are welcome to accompany residents for the purpose of moving personal belongings prior to that date.

While there is no formal visitation during "Senior Week" (i.e., the week between the end of spring semester and graduation), graduating seniors are allowed to have guests. It is the senior's responsibility to see that College policies are followed. The Residence Life staff has the right to rescind this privilege if violations of policy occur.

MWC Student Who Is a Guest of Another Student:

1. Must enter through the main entrance of the residence hall and present the student ID card to the desk aide. The desk aide will sign the guest's name, the room number being visited, and the time signed into the building.
2. Must sign-out (and retrieve the ID card when applicable) with the desk aide when leaving the building.
3. Must sign-in and sign-out in the log at the front desk when the desk aide is not present (i.e., Honor Sign-In).

Non-MWC Student Who Is a Guest of a Student:

1. Must present a picture ID card to the desk aide. The desk aide will sign the host and guest's name, room number being visited, and the time signed into the building.
2. **Must be escorted by the MWC host at all times.**
3. Must be escorted by the MWC host to the front desk so that the guest can be signed out of the building with the desk aide.
4. Must be escorted by the MWC host to the front desk in order to sign-in and sign-out of the log when a desk aide is not present (i.e., Honor Sign-In).
5. The Assistant Director, Resident Director, Area Coordinator, Head Resident or designee may permit a member of the opposite sex to be in a student's room while that student is moving into or out of the room or in other extenuating circumstances.
6. Students are responsible for the actions of their non-MWC guests and are liable for any damages caused by guests.

Honor Sign-In Policy

Honor Sign-In is designed to allow students in upperclass halls to extend visitation beyond paid desk aide hours without having to staff the desk with voluntary members of the residence hall community or to allow the hall to be locked without resident desk duty. Honor Sign-In procedures are:

1. Non-residents of a building **must be escorted by a resident of the building.**
2. Non-residents of the building must properly sign in and out of the visitation log at the front desk.
3. The doors of the building must be locked.
4. If the doors of the building are found propped on three occasions, the building may lose honor sign-in for the rest of the semester.

Standard Visitation

First-Year Residence Halls		*Upperclass Residence Halls*	
Sunday-Thursday	9:00-2:00 a.m.	Monday-Thursday	9:00-4:00 a.m.
Friday-Saturday	9:00-3:00 a.m.	Friday-Sunday	9:00 a.m. (Fri.)-4:00a.m. (Sun.)

After roommate contracts are completed and are on file, upperclass residence halls may vote to extend the hours of standard visitation with a voting process as follows: 1) at least 66% of building residents must vote; then, 2) a majority of the vote will determine the outcome.

In the spring semester, first-year hall residents can vote to extend the hours of visitation with a voting process as follows: 1) at least 66% of building residents must vote; then, 2) a majority of the vote will determine the outcome.

NOTE: The definitive guest policy guidelines are maintained and distributed by the Office of Residence Life & Housing. Any questions regarding guest policies should be directed to that office or to a Residence Life staff member.

Accident Report Procedures

It is important that a member of the Residence Life staff (Assistant Director, Resident Director, Head Resident, or Resident Assistant) be notified immediately when an accident occurs involving injury to a residential student on- or off-campus. The Assistant Director, College Police, and Health Center personnel will inform the Director of Residence Life of the accident. Residential students, and commuting students who have paid Health Center fees, may seek medical aid in the College Health Center when there has been an injury of any kind. More severely injured students may be transported to Mary Washington Hospital by College Police.

Assignment of Residence Hall Rooms

Residence hall rooms and apartments are only available to students classified by the College as having full-time student status. Mary Washington College BLS or graduate students will be eligible for on-campus housing on a case-by-case basis with the permission of the Dean of Student Life or the Dean's designee. In keeping with the College's mission of a primarily undergraduate, residential institution, such graduate student housing will only be made available after all Mary Washington undergraduate students who request on-campus housing through the housing selection process have been accommodated.

Residential students sign a **one-year contract** for the academic year (fall and spring semesters). Students contract for an assignment within the residence hall system and not for any one specific space. The College reserves the right to change any room assignment with corresponding room rate. Every attempt will be made to assign students with preferred roommates on a space available basis. In the event of full occupancy, the College may assign students to temporary housing. Students may be required to vacate temporary spaces when permanent housing becomes available. The Office of Residence Life and Housing will make every attempt to minimize any disruption to the students involved.

Residents are responsible for all activities that occur in their assigned rooms. Each student must occupy the room assigned by Residence Life and may not change a room assignment without first going through the Residence Life room change process. For more room change information, please contact the Assistant Director responsible for the building where you are currently residing. A student making an unauthorized room change may be assessed a $50 fine, may be required to move back to the original room, and may be subject to disciplinary action. A student may not sublet an assigned room. In case of withdrawal from the College during the academic year, a student is required to vacate his/her room within forty-eight (48) hours after the withdrawal date unless an extension has been granted by the Director of Residence Life or designee. If circumstances result in one student occupying a double or triple room or two students occupying a triple or quad, the student(s) may be assigned a new roommate(s). Students with disabilities requiring special housing accommodations must contact the Office of Disability Services (x1266 TTY x1102) and request the appropriate forms to be completed. The forms can also be downloaded from http://www.mwc.edu/ods/. Students who misrepresent the truth, intimidate assigned occupants, or otherwise attempt to inappropriately manipulate the housing process will be subject to judicial action and/or contract termination. Please refer to the *Housing & Dining Services Contract* for additional information.

Spring Semester Room "Buy-Out"

The spring semester 2004 room buy-out procedure is designed to:

- facilitate the process of changing rooms;
- ensure that students whose roommates move out mid-year are given an opportunity to purchase the room as a single after spring housing assignments are completed;
- support the single room policy regarding payment for a single room.

Procedures:

The option for students to apply for consideration to "buy out" their vacant room spaces will be available after the first week of spring semester classes. Transfers, readmitted students and returning leave of absence students will be assigned before buy-out is offered. Once this is complete, students with spaces in their room may be given the opportunity to apply for consideration to buy the remaining space in their room as a single for the remainder of the semester or to select a new roommate. The opportunity to buy-out is not guaranteed and will be granted on a space available basis. Buying-out multiple spaces in triple and quad rooms is discouraged and will be reviewed on a case-by-case basis. After the buy-out period is over, all vacant room spaces will be considered open for placement of any student needing campus housing, including those who move from one residence hall room to another. Residential students who choose not to have a roommate of their choice will be required to accept a roommate if a student requests to occupy that space.

Change of Status from Residential to Commuting

A student who moves off campus during a semester or has his/her privilege to reside in the residence hall removed by the College will be required to pay the room charge for the entire academic year. Withdrawing from the College at the end of the fall term and re-enrolling for the spring term as a commuting student DOES NOT release you from your *Housing & Dining Services Contract*. The Dean of Student Life or designee **may recommend** that a student be exempt from his/her contract in the event of marriage, graduation, transfer, student teaching, internship, or financial hardship.

Students who wish to be released from their Housing and Dining Services Contract must apply in writing to the Director of Residence Life for consideration. Housing deposits are non-refundable and continuing students who change status after the deposit is paid will forfeit the deposit.

Computers and Technology

Campus Network and User Support:

Each residence hall room has two ethernet data ports connecting to the Internet through the campus network. The College's ethernet network supports specific Windows and Macintosh computers and specific software is required to fully utilize the campus network. This software is provided through the Help Desk (Trinkle B40) and is distributed as part of the mandatory Network Orientation session for all new students.

Every student is provided an e-mail account, Internet access, access to shared network resources, personal network file storage space, and personal web page hosting space. Students can access these resources from networked computers on campus or via modem from off campus. Assistance with establishing connectivity to the network is available for students through the College's primarily student-staffed Help Desk (654-2255).

Student Computers and Responsibilities:

Although Mary Washington College does not require students to purchase computers, we strongly recommend that they do. About 98% of incoming students report bringing a computer with them to campus. Increasingly, the academic program relies on networked computers for communication and research. Because each residence hall room has a high-speed network connection, it is advantageous and convenient to bring a computer to campus. Students without access to a computer may find themselves disadvantaged academically as an increasing number of courses and assignments necessitate access to computers. It is the student's responsibility to connect his or her computer to the network. Each on-campus computer must have a 10/100BASE-T ethernet card installed with an RJ-45 connector and a network cable to connect to the network. For specific computer configuration guidelines and other helpful information, see http://help.mwc.edu. Additionally, students are responsible for backing up their own data and protecting their systems from viruses. Each network user must comply with the user guidelines set forth in the "Network and Computer Use Policy." This policy explains network priorities and user responsibilities. It may be found at: http://www.mwc.edu/policies/compol.htm

Campus Labs and Classrooms:

Throughout campus the College provides over 300 computers in labs and classrooms.

These labs use Windows, Macintosh, or Unix operating systems. Each lab has its own hours of operation and policies that determine who can use the lab and when they can use it. Some labs only allow access to students with certain academic majors at specific hours while others are open to all students 24 hours a day. Although lab computers are usually available, lab usage does increase significantly during midterm and exam week. Students may have to wait in line during these peak times for access to lab computers. Most academic buildings have access to slide scanners, flatbed scanners, and other peripherals that a student might need. Additional information regarding these instructional resources can be found at: http://www.mwc.edu/inte/

Proficiency Requirement:

Students will be required to complete the Information and Technology Proficiency requirement. This requirement is composed of four components (e-mail, word-processing, library and information literacy, and spreadsheets). Additional information regarding this requirement can be found at: http://www.mwc.edu/training/inte/

Network Orientation:

Usernames and passwords are distributed to students during a mandatory network orientation session held during Orientation Week that precedes the first week of classes. Information about this session will be placed in the student's campus mailbox. Topics covered include the College's e-mail system, its web-based course management system and other network resources and policies. Additionally, information for accessing the College's networked resources from off campus via modem is provided as part of this session.

Damage to College Property

Each student is responsible for the general condition of the premises assigned to him/her. Damage and/or vandalism of College property and unsanitary conditions within residence hall rooms are not tolerated. A student responsible for any one of these actions can expect to be charged. Charges for malicious damage, defacement of College property, or removal of College property in the room/common areas will include labor, material, and administrative costs. Charges will be assessed to occupants of the room by Facilities Services and/or Residence Life. If charges are related to a common area, they will be assessed by the Assistant Director. Common areas are defined as bathrooms, lounges, recreation rooms, units, corridors, stairwells and kitchens.

Unsanitary conditions created by students in a room, bathroom, or hall will be remedied at the expense of the responsible student(s). For more detailed information on damage costs, consult the Assistant Director of the area.

If there is loss/damage to any common areas of any residence hall and Mary Washington College cannot identify responsible individuals, the College may require several or all of the hall's residents to pay a prorated group charge covering the cost of common area repair/replacement/reinstallation.

Common area damages are posted once a month in each residence hall. Resident students have 7 days (from date of posting) to appeal any common area damage charge. Appeals should be made in writing and sent to: Damage Appeals Committee, Office of Residence Life, Marye House.

Refer to the *Housing & Dining Services Contract* for additional information.

Emergency Situations

Any emergency situation (e.g., fire, accident, mechanical failure) should be reported to the residence hall staff and College Police immediately. Dial 777 to reach College Police in emergencies.

During snow or icy conditions, walkways and steps are cleared according to established priorities. Unsafe areas may be designated by yellow caution tape, yellow chain, or other means.

Snow emergency parking regulations are in effect when there is a threat of snow, sleet, hail, freezing rain, or ice. Please refer to the *Motor Vehicle Policy and Regulations.*

Environmental Controls

The building heat and air conditioning (where available) will be switched over to the appropriate setting once a season. Every effort will be made to include students in the decision through the building hall council. In the absence of hall council input, the decision will be made by Residence Life staff based on prevailing weather conditions and forecasts.

Event Registration (in residence halls)

Event organizers must meet with the specific building supervisor a minimum of ten business days in advance to discuss planning particulars. The signature of this individual must also be present on the registration form. Registration packets and guidelines are available from the Office of Residence Life & Housing, Marye House.

Fire Alarms, Drills, and Equipment

When the fire alarm sounds, everyone must evacuate the building as quickly as possible. Failure to evacuate the building is a violation of College policy as well as the *Virginia State Fire Prevention Code* and may lead to disciplinary action. Students and guests with permanent or temporary physical disabilities should notify Residence Life, faculty and the Safety Office if they anticipate needing assistance during building evacuations. It is recommended that students wear clothing applicable to the time of year (i.e., coats in winter) and wear shoes during all evacuations. Keep to the right on stairs and evacuate quickly. A predetermined gathering area will be designated at the beginning of the school year, and all students are to report to this area. Students must remain outside the building until reentry is announced. This announcement will come from either the fire department officer in charge, police officer or safety representative.

When personally aware of a fire:

1. **Pull fire alarm or dial #777**
2. **Evacuate the building!**

Three fire drills are held each semester in the residence halls. They are conducted by each residence hall Fire Marshal under the direction of the Campus Fire Marshal. Information and instructions for fire drill procedures are reviewed with residents and their RA. Each hall resident should, however, determine for himself or herself the location of the fire extinguisher and fire exit nearest to his or her room. Smoke detectors have been placed in the hallways, stairwells, and rooms of residence halls. Persons who knowingly give or turn in a false alarm are guilty of endangering the lives of other people and may cause damage to the person and/or equipment responding to such false alarms. Improper use of a fire extinguisher, removal of fire extinguishers or any part thereof, pulling a false alarm or inappropriate activation of a smoke or fire detector, or tampering with any fire safety or life safety equipment within any building on campus will result in severe disciplinary action such as suspension from College or loss of housing privileges in addition to criminal charges. In addition the responsible parties will be expected to pay all damages including, but not limited to, destruction of property incurred.

Fire Safety Regulations

It is essential that all residents observe the following fire safety regulations to prevent fire in residence halls.

1. **No open flames** or incendiary devices are permitted in the residence halls.
2. The storage or use of flammable liquids or substances (e.g., gasoline, kerosene) is strictly prohibited.
3. Electrical appliances with exposed heating elements (e.g., toaster ovens, hot-plates, space heaters) are prohibited.
4 No cooking is permitted in residence hall rooms, including the use of hot pots, coffee pots (unless equipped with automatic shutoff), or crock pots.
5. All approved appliances must be UL rated.
6. Bicycles, furniture, trash, or any other articles must not be kept in the hallways, doorways, stairways, block any windows or be placed in a manner that interferes with the exiting of the building or residential rooms.
7. Cut trees are not permitted in any building on campus.
8. Halogen lamps and lava lamps are prohibited.
9. Extension cords are prohibited. Students are permitted to use strip outlets with circuit breakers.
10. The use of incense is prohibited in the residence halls. The use of candles is prohibited unless special event permission has been given by the Director of Residence Life. Contact the Residence Life Office for more information.

Furnishings for Residence Hall Rooms

The furnishings provided by the College consist of a bed, mattress (standard twin), dresser space, desk space, and chair. (The furnishings at the Apartments at MWC include a sofa, lounge chair, floor lamp, dining room table, and dining room chairs.) Not included are pillows, blankets, linens, towels, study lamps, irons, curtains, or bedspreads. No furnishings in the lounges, parlors, or any other areas of the residence hall may be removed. Bedframes and mattresses from a student's room may only be removed with the approval of the Assistant Director. Bedframes and mattresses must be stored in designated storage rooms and remain the responsibility of the student. Students are not permitted waterbeds or like furnishings. Students may purchase lofts based on the guidelines available from Residence Life and Housing.

Housekeeping

The residential housekeeping staff at MWC is responsible for routine cleaning in the residence halls. This includes floor cleaning (vacuuming and mopping), general dusting and removal of common area trash. Cleaning that is considered extraordinary will be charged back to the residence hall community through common area damages. This includes, but is not limited to, personal trash and belongings in common areas, removal of pizza boxes, food and dishes in common area kitchens, and vandalism.

Keys

Duplication of keys is prohibited. Room and hall keys are for personal use only and are not to be given to any other individual. There will be a charge for lost room keys and entrance door card keys in addition to a lock change fee. It is important for students to report a lost key as soon as possible to College Police, to facilitate important security measures. Contact Residence Life for the current fee structure. It is the responsibility of each student to carry his/her keys.

Kitchens

Common area kitchens/food preparation areas are available in most residence halls. The residents of the community are responsible for cleaning up after using the facility and maintaining the cleanliness of the area. Misuse of the facility, use that presents a safety hazard, or conditions that present a pest or health hazard may result in the kitchen being taken offline.

Loft Policy

Students may purchase lofts to provide a more personalized room and more floor space for belongings. Residence hall students wanting a loft may buy a pre-fabricated kit as long as the loft complies with the "Loft Guidelines" form. This form is available in the Residence Life Office. **Do not purchase a loft prior to obtaining and completing this form.** Lofts are not permitted in Russell Hall or The Apartments of MWC.

Lounges

Lounges are provided for the use of all residents in a specific building community. Residing or sleeping in a lounge is prohibited. Organizations may not reserve floor study lounges for programming. In the event that a building has a main lounge or parlor, that space can be reserved by contacting the building supervisor. Preference in scheduling is given to Residence Life staff and the building Hall Council.

Opening and Closing of Residence Halls

Opening and closing dates and times for room occupancy are specified in the announcement distributed during Housing Selection, in the housing mailing to new students, and on the College web page. Students who wish to arrive earlier or stay later than the published opening and closing dates must contact the Office of Residence Life for permission and may be subject to an additional charge. Residence halls are closed during Winter Break. Limited housing is available during Thanksgiving and Spring breaks and may be subject to an additional charge. Residents who fail to check out of their rooms during room changes or at the end of the semester, according to established guidelines, may be subject to a minimum fine of $35. Residents who stay after published closing times or return prior to published opening times will be charged a minimum fee of $35 per night in residence and be subject to disciplinary action.

All personal property remaining in the residence halls or in the areas immediately adjacent to the halls for five days after the official hall closing date and time or after a student has officially withdrawn from the College **may be considered abandoned personal property** and may be disposed of in accordance with provisions of the Code of Virginia Section 23-4.2. This property, as appropriate under the circumstances, will be destroyed or discarded at an appropriate location, retained for use by the College, or donated to an appropriate charitable organization.

Prohibited Possessions/Behaviors

The following items/actions are among those not permitted in any College residential building and are not negotiable under the Community Standards program. See the *Housing and Dining Services Contract* for additional and/or more detailed information.

Examples of prohibited possessions:

- alcoholic beverages (except in accordance with state, local, and College regulations)
- air conditioners unless approved by the Housing Accommodations Committee or the Office of Residence Life
- any open flame (including from candles, unless approved by the Director of Residence Life), incense, or potpourri burners

- chemicals or hazardous materials
- controlled substances or drug paraphernalia, or any items fashioned for the purpose of facilitating or disguising drug use
- coffeepots (unless equipped with automatic shut-off)
- cooking appliances (except in designated areas)
- firearms or other weapons (including realistic facsimiles)
- gasoline or other flammable liquids
- lava lamps or halogen lamps
- pets not allowed under Residence Life pet policy

Examples of prohibited behaviors:

- being on roofs or ledges
- excessive noise or disruptive behavior
- removal of window screens
- skateboarding
- smoking in common areas or floors designated smoke-free (upper class halls)
- smoking in first-year halls
- storing bicycles in unapproved public areas
- threats to other persons or property
- throwing objects from buildings
- vandalism

Quiet and Courtesy Hours

Most residential students choose to study or sleep in their residence hall rooms between the hours of 9 p.m. and 9 a.m. each day. *Quiet Hours* are defined as those hours when stereos and televisions are to be quiet, conversations "kept down," and the utmost consideration given to those who are studying or sleeping. Courtesy Hours are in effect during those times when Quiet Hours are not in effect. *Courtesy Hours* refers to those times when residents are to be considerate of the needs of those students who are studying or sleeping **regardless of the time of day/night**. All residence halls may vote to change Quiet Hours through the Self-determination by Community Standards program. Residence Life staff members are not obligated to warn persons violating quiet and courtesy hours policies prior to documenting the incident for possible judicial action.

Reading Days and Exams

Twenty-four (24) hour Quiet Hours will be in effect during Reading Days and examination periods. Residents may vote not to have visitation during part or all of these days and nights with a voting process as follows: 1) at least 66% of building residents must vote; then, 2) a majority of the vote will determine the outcome. In the absence of a vote, established community standards will apply.

Room Inspections and Reservation of Rights by the College

Rooms may be entered during each vacation period to evaluate physical conditions and cleanliness. A student who is negligent regarding the care of his/her room may have the privilege of living in a residence hall withdrawn. The College reserves the right to: 1) change any room assignment with corresponding room rate; 2) enter any room for routine or emergency maintenance, cleanliness inspections, and other valid reasons (i.e., search and seizure); 3) control use of rooms in the event of an epidemic; 4) terminate the housing contract for a violation of any provision of the contract, College rules and regulations, or for other reasons deemed sufficient by the Director of Residence Life; and, 5) assign new students (or students requesting a room change) to vacant bed spaces.

Room Occupancy

The staff reserves the right to determine if a room has exceeded reasonable and/or safe occupancy based on room conditions and noise level.

Safety

Campus safety conditions reflect those of the greater Fredericksburg community; therefore, for reasons of safety, students are urged to avoid dimly lighted areas on campus after dark. Students should report any incidents immediately to the College Police (dial 777). There are telephones in the academic buildings, parking lots, Battleground and tennis courts, to call the College Police. Also, refer to the "Emergency Telephones" section.

All students are urged to lock their residence hall rooms and to make sure that the front door of the residence hall is secure after entry is completed. Special locks or chain locks on doors are not permitted.

Smoking

All first year buildings are designated non-smoking. Specific buildings and areas in upper-class housing are also designated non-smoking. Please contact the Residence Life website (www.mwc.edu/rlif/) or contact the office for a comprehensive list of current non-smoking areas.

Building communities may choose to designate additional areas non-smoking through a community standards vote. This vote can also extend to porch and areas directly outside the building that affect the building residents.

Storage of Personal Belongings

Storage space is not available in residence halls. Students may store bicycles in their rooms whenever the residence halls are closed throughout the regular academic year. The College is not liable for personal property in student rooms. Students are encouraged to review personal insurance policies to determine if their personal belongings are insured. **The College does not provide summer storage facilities.**

Television

Each residence hall room has one cable outlet which will permit access - at no extra charge - to a variety of off-campus television stations and an in-room cinema channel offering first-run movies. Room occupants must furnish a cable ready television set as well as the coaxial cable to connect the set to the video outlet.

Each residence hall may also have a lobby or common area television. Any signal problems in individual rooms or common areas should be reported to the MWC Help Desk at extension 2255.

Trash Removal/Recycling

In order for the College to provide the best possible living environment, the guidelines listed below have been established.

A. *Recycling:* Students are expected to participate (as do staff and faculty) in the College's recycling program. Each residence hall has specific areas dedicated for recycling purposes. Please consult with residence hall staff as to proper procedures.

B. *Trash Removal*: The College has external dumpsters to reduce potential pest problems and ensure a reasonably sanitary environment. Students are expected to remove personal trash from rooms and buildings to the nearest dumpster. Please contact your Residence Life staff for specifics on dumpster locations.

C. *Penalties*: In cases where blatant disregard for these policies is occurring, identified individuals (or building residents) may be assessed for damage/removal at an established hourly rate for each staff member involved in the clean-up.

Twenty-four Hour Study Areas in Residence Halls

1. Each residence hall may designate a 24-hour study area within the building. These areas will be designated by the recommendations of the Hall Councils with a voting process as follows: 1) at least 66% of building residents must vote; then, 2) a majority of the vote will determine the outcome.
2. During the hours that visitation is not in effect, escorted students may proceed to and from the study area, but they may not walk through any other area within the building. Students using the study area must be escorted at all times by a resident of the hall.
3. All 24-hour study area guests must be signed into the log at the front desk.
4. A resident is at all times responsible for the conduct and actions of his/her guests.





Judicial Affairs and Community Responsibility

Judicial Affairs and Community Responsibility

The College's judicial system seeks to create balance between the needs of individual students and the needs of the surrounding community. Education is the system's primary goal—specifically, assisting students to develop a sense of ethics and responsibility to themselves, to each other, and to the communities in which they study, work, and live. Furthermore, when students behave in a manner that is inconsistent with the standards of the College, it also is a goal of the judicial system to educate them about the consequences of their behaviors, and to provide them with the tools to make decisions that are consistent with both responsibility to self and responsibility to community.

The President of the College is charged with responsibility for all aspects of student life at the College. Therefore, the administration must ensure that the campus environment remains safe, comfortable, and supportive of the mission and standards of the institution. The "Statement of Community Values" (see p. 6) provides a template for those standards. Some behaviors cannot be tolerated because they threaten the basic safety and well-being of others in the College community. Other behaviors, while less serious, have an adverse impact on the College's educational mission. Rules and regulations have been carefully developed to minimize the risk of harm to all members of the College community, and to maximize the ability of students to achieve excellence in all areas. In addition, local, state and federal laws have been considered in developing the College's rules, regulations, and judicial policies. However, an academic community should provide many opportunities for self-government. To this end, authority has been delegated to students through organizations such as the Student Government Association, the Student Senate, and the Judicial Review Board, and through Self-determination by Community Standards.

The College's judicial system is administered by the Office of Judicial Affairs and Community Responsibility. The Office maintains oversight over administrative hearings, the Judicial Review Board, and the Student Conduct Hearing Board. (The College's Honor System is overseen by the Honor Council, a separate entity.)

Because student behavior, character development, and ethics go hand in hand, the Office of Judicial Affairs and Community Responsibility sponsors and supports programming, both formal and informal, that raises students' awareness of ethical issues – from individual to global – that are present in contemporary society. It also assists students to resolve conflicts that may arise through alternatives to the judicial process, including peer mediation.

Principles of Self-determination by Community Standards

The College's dedication to a liberal education is reflected in its policy of self-determination. Each residence hall* is viewed as a living-learning center whose goal is to enrich each student's educational experience. Under the policy of self-determination, the residents of each hall, with the guidance of Residence Life and Judicial Affairs staff members, develop guidelines and procedures of governance for living which allow for both individual freedom and respect for the privacy and personal rights of others in the community.

Residents in each hall exercise this responsibility of self-governance through Hall Councils. Students develop guidelines called community standards which pertain to the maintenance of a clean and orderly environment, the establishment of quiet and courtesy hours, the regulation of visitation of guests, the assurance of a reasonable level of safety and security, and the regulation of conduct which infringes on the rights of other residents.

The policies and procedures, adopted by Hall Councils as the community standards for each hall, must be compatible with College policy, public laws, and the academic objectives of a residential, educational community. The individual's right to privacy and freedom of personal choice, and the educational goals of the College must always be ensured. Each student has the right to counsel with a member of the Residence Life staff concerning problems arising from self-determination. The staff of Residence Life and Housing and the Office of Judicial Affairs and Community Responsibility have the right to intervene to ensure that the rights of all students are respected.

The ultimate goal is to build communities in which individuals are not harassed, excluded, or made to feel uncomfortable because of sex, color, religion, sexual orientation, disability, lifestyle, or political beliefs. The college years should allow the exploration and development of personal identity and values, and this exploration can best take place in an atmosphere of mutual respect, understanding, and self-determination.

**NOTE: The words "residence hall" or "hall" are used interchangeably and refer to any residential unit associated with campus. No differentiation is made between residence halls and houses in the policies and guidelines set forth in this section.*

Self-determination by Community Standards in the Residence Halls

Students and staff are prepared for participation in this program by receiving training to enhance their interpersonal skills. Students will find these skills useful when deciding Community Standards (rules governing various aspects of residence hall life). Resident Assistants will meet with small groups of students, who will discuss and decide (by consensus) the rights and responsibilities of community members. Rules such as quiet hours, visitation, damages, smoke-free areas, 24-hour study rooms, and kitchen use are negotiables which the students may decide upon. Students may choose to adhere to the rules which have already been set as a standard in the Student Handbook. These rules will remain in place until the residents reach a different decision. Safety regulations and policies based upon the Code of Virginia and/or federal laws are not negotiable. Issues which may affect the entire building, such as quiet hours and visitation, will be decided by the community based upon recommendations from individual hall groups. If a rule does not seem to be appropriate or working, any member of the community may present a proposal to Hall Council for reconsideration during a scheduled meeting. Once the rules of the residence hall have been decided, these rules should be posted.

Violations may be reported and/or documented by any member of the community. Incident reports are completed and routed to the appropriate disciplinary process as outlined elsewhere in this section. The Self-determination by Community Standards concept reflects a strong preference for educational rather than punitive outcomes in instances where College policies are violated. Where these approaches are not successful or not appropriate, the judicial processes are designed to enforce adherence to the rules on community standards and protect the interests of individuals who are being victimized as well as the community at large. Each disciplinary situation is handled on a case-by-case basis. Given the individual nature of each situation, there is no set list of mandatory sanctions attached to specific violations.

Hall Councils

The Hall Council serves as the representative governing body for each residence hall. The Hall Council is comprised of the president, vice president, treasurer, secretary, and historian; the social/publicity and recycling chairpersons; and floor representatives. Building supervisors serve as Hall Council advisers and act as a valuable resource for facilitating community development. Councils serve to coordinate the community standards program within each residence hall and also strive to build community and promote a positive, healthy atmosphere in each hall.

The Role of Self-determination by Community Standards (Fall Semester)

During the first few weeks of the fall semester, Resident Assistants will convene and conduct floor meetings to discuss and decide upon the rules and regulations that will serve as community standards for the floor. Rules that affect other floors or the entire building must be presented to the building residents for a vote. The voting process is as follows: 1) at least 66% of building residents must vote; then, 2) a majority of the vote will determine the outcome.

The Role of Self-determination by Community Standards (Spring Semester)

During the first few weeks of spring semester, fall semester community standards are to be reviewed by the Hall Council of each building. Changes are to be discussed and voted upon. All changes are to be announced throughout the residence hall. After initial spring semester revisions are made, the Hall Council proposal format should be used to recommend changes in policies, procedures, services, or community standards.

Self-determination by Community Standards Outside the Residence Halls

Commuting students also benefit from the concept of self-determination. Furthermore, not all community standards concerning students who live in the residence halls apply to residence hall settings. Under the auspices of the Student Government Association (SGA), the Student Senate has the responsibility to legislate with regard to all issues of student concern. The Office of Judicial Affairs and Community Responsibility serves as a consultant to the Student Senate regarding community standards campus-wide, and as an advocate for all members of the campus community with respect to Student Senate activities and legislation.

Procedures for Handling Violations of College Rules and Regulations

Members of the College Judicial System

The College Judicial System which handles violations of College policy consists of: the Office of Judicial Affairs and Community Responsibility, Judicial Review Board, Student Conduct Hearing Board, Residence Life staff, Dean of Student Life, Vice President for Student Affairs, and President of the College. Members of the judicial system treat all students with impartiality and

adhere to the principles outlined here. The name, status, and alleged offense of any student is not discussed with anyone other than appropriate institutional personnel. Except as required by law, the content of any judicial body deliberations or the vote on any case is not disclosed. Members of the judicial system uphold institutional regulations in their conduct and perform their duties in an exemplary manner.

College Policy Violations Handled by the Judicial System

Prohibited conduct for which students or their guests are subject to disciplinary action includes, but is not limited to, the following:

I. Handled by the Office of Judicial Affairs and Community Responsibility

A. Alcohol violations, including, but not limited to, the following (also see "Alcohol Policy" on p. 46):
 1. Intoxication resulting in a student's arrest or hospitalization.

B. Fire Safety Violations including:
 1. Arson/Setting Fire in any College building or on campus.
 2. Tampering with or needlessly discharging a fire extinguisher.
 3. Tampering with fire alarms or smoke detectors.
 4. Other.

C. Illegal or unauthorized possession of firearms, explosives, fireworks, other weapons, or dangerous chemicals on College premises.

D. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other official College activities, or authorized non-College sponsored activities, when the activity occurs on College premises.

E. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.

F. Hazing or pranks which endanger the mental or physical health or safety of a student, or which involve the destruction or removal of private property for any purpose, including initiation, admission into, affiliation with, or continuation of membership in a group or organization.

G. Violence, threats, intimidation, pranks, or any other action which interferes with the rights of any member of the College community or any guest at the College.

H. Abuse of computer time, including, but not limited to:
 1. Use of computing facilities to send obscene or abusive messages.

I. Misuse of a telephone on campus including but not limited to:
 1. Use of telephones to relay obscene or abusive messages.

J. Student-to-student harassment including any action which deprives another person of consideration as an individual through physical abuse, verbal abuse, threats, intimidation, harassment; or interferes with the activities or rights of another person on the basis of color, creed, gender, handicap, national origin, race, religion, sexual orientation, or any other classification.

K. Violation of published College policies, rules or regulations (e.g., Housing and Dining Services Contract, Network and Computer Use Policy).

L. Violation of federal, state or local law on College property or at College-sponsored or supervised activities.

II. Handled by the Judicial Review Board or Assistant Director of Residence Life

A. Alcohol violations (also see "Alcohol Policy" on p. 46)
 1. Consumption or possession of alcohol by persons under the age of 21.
 2. Any public display of alcohol (includes drinking with room door open or consumption of alcohol in common areas).
 3. Possession of, or use of any objects used to enhance the ingestion of alcohol such as, but not limited to, "beer bongs."
 4. Hosting a gathering, regardless of host's age, which involves underage drinking, or the intoxication of an of-age student.
 5. Use or possession of alcoholic beverages by a student 21 years old or older in a residence hall room where all assigned residents are under the age of 21.
 6. Intoxication not resulting in a student's arrest or hospitalization.
 7. Purchasing or supplying alcohol to any underage person.

B. Property
 1. Conduct which results in damage to College property, the property of any members of the College community (including faculty, students, and staff), or the property of any authorized contractors or vendors.
 2. Redistributing College furniture.
 3. Unsanitary, cluttered, or obstructive conditions in residence hall rooms and public areas.

4. Throwing objects from roofs, windows, or balconies.

C. Fire safety violations including, but not limited to, the following:
 1. Open flames (from oil lamps, etc.) candles, and incense. These are prohibited in any College building (unless with express written permission).
 2. Failing to vacate a College building during a fire alarm.

D. Smoking in common/public areas of residence halls, or in a non-smoking area, as determined by the Office of Residence Life and Housing or Self-determination by Community Standards.

E. Failure to abide by the "quiet hours" or "courtesy hours" policies as stated in the Student Handbook or in the Self-determination by Community Standards for each residence hall.

F. Failure to fulfill resident desk duty, where required by Self-determination by Community Standards.

G. Visitation violations including, but not limited to, the following:
 1. Failing to sign in and/or out of a residence hall.
 2. Falsifying sign-in or -out times.
 3. Violating visitation hours as determined by Self-determination by Community Standards for each residence hall.
 4. Visiting a residence hall which does not have visitation at the time.
 5. Exceeding the allowed number of overnight residence hall visits, as described under "Guest Policies " (p. 60).

H. Disorderly or obscene conduct. (p. 47)

I. Sports in the residence halls.

J. Abuse of the judicial system including, but not limited to:
 1. Failure to obey the summons of a judicial body or College official within the specified time.
 2. Disruption or interference with the orderly conduct of a judicial proceeding.
 3. Attempting to discourage an individual's proper participation in or use of the judicial system.
 4. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
 5. Harassment and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
 6. Failure to comply with the sanction imposed under the code of Student Conduct.
 7. Influencing, or attempting to influence, another person to commit an abuse of the judicial system.
 8. Failure of an accused in a proceeding under this Code to appear for a hearing, or failure of a witness to appear and/or testify when summoned.

K. Failure to comply with the directives of a College official who is attempting to enforce the policies and procedures of the College. College officials include, but are not limited to, the following:

College Administrators	*College Police*
Assistant Directors	*Faculty*
Resident Directors	*Area Coordinators*
Head Residents	*Resident Assistants*
Desk Aides	

L. Unauthorized presence on balconies, roofs, or ledges of any College building.

M. Entering a residence hall building during official College breaks.

N. Unauthorized entry/exit.

O. Unauthorized possession, duplication or use of keys to any College premises.

P. Abuse of computer time, including, but not limited to:
 1. Unauthorized entry into a file for any purpose.
 2. Unauthorized transfer of a file.
 3. Unauthorized use of another individual's identification and password.
 4. Use of computing facilities to interfere with the work of another student, faculty member, or College official.
 5. Use of computing facilities to interfere with the normal operating procedures of the College computing system.
 6. Use of computing facilities to make copies of, or make available to others, copyrighted material without authorization.

Q. Misuse of a telephone on campus including but not limited to:
 1. Unauthorized entry into an individual's phone mail to listen to the contents or for any other purpose.
 2. Unauthorized use of another person's passcode.

R. Prohibited items and activities.

S. Responsibility for guests.
T. Housing or hosting in a residence hall any animal which could reasonably be described as a pet (exception—aquarium fish).
U. Violation of Automobile Registration and Parking Regulations
1. Bringing a vehicle to campus without authorization. (First-year residential students are not permitted to bring cars to campus.)
2. Failing to register a vehicle with College Police.
3. Transferring a College-issued parking decal without authorization.
4. Other.

NOTE: Violations of a serious nature or any pattern of the preceding violations will result in direct referral to the Office of Judicial Affairs and Community Responsibility.
NOTE: Several violations of policy may be considered cumulatively in the judicial process.

III. Handled by the Student Conduct Hearing Board

A. Violations of the College Drug Policy, including but not limited to, use, possession, or distribution of narcotic or other controlled substances except as permitted by law. Violations of these and other drug policies will result in expulsion from the College, as well as prosecution by the civil authorities.
B. Sexual misconduct as outlined in the "Sexual Misconduct Policy."

IV. Handled by the Vice President for Student Affairs, Dean of Student Life, or designee

Violations of a serious nature, including but not limited to those described above, or any pattern of such violations, may result in referral to the Vice President for Student Affairs, Dean of Student Life, or designee for adjudication.

Process for Handling Violations of College Rules and Regulations

Students alleged to have violated College policies may be charged at any time, as long as they remain students at Mary Washington College. For example, a student alleged to have engaged in sexual misconduct in his first semester at the College may be charged in his senior year, if the student bringing charges against him wishes to do so.

Alleged Violations Inside Residence Halls

When an alleged violation of College policy occurs within the residence halls, an **Incident Report** is written by a residence hall staff member or student. Incident Reports may be considered individually or cumulatively in addressing the behavior involved. The appropriate official shall investigate and determine any necessary accusations. A student can be "charged" with one or more policy violations and will attend a hearing to determine whether the student is responsible, and any applicable sanctions.

An Incident Report is first routed to the Assistant Director of Residence Life (AD) in the area in which the report was written. The AD will forward the report directly to the Office of Judicial Affairs and Community Responsibility, the Judicial Review Board (JRB), or the Student Conduct Hearing Board, as appropriate.

Alleged violations heard by ADs and/or the Judicial Review Board are handled as follows:

The AD (or designee) arranges a pre-hearing conference with each student listed on the Incident Report to explain the process and present the hearing options. Students must respond to an administrator's request for an appointment within five business days. Accused students may waive the right to a pre-hearing conference at the discretion of the AD. In this event, students are notified by mail of the charges against them and are required to indicate, in writing, their choice of hearing options to the AD within a stated time period. A student's failure to attend a pre-hearing conference, or to indicate a preferred hearing option when given the opportunity to do so, will be interpreted as an indication that the student has waived his or her rights to a hearing and has pled responsible to all charges. The Judicial Review Board will then review the incident documentation and charges, and will issue a sanction to the student in his or her absence.

Students have the right to a fair and impartial hearing before a judicial body or a judicial officer, and may choose a hearing with the AD as the judicial officer or a hearing with the JRB, a board of peers. All judicial paperwork will be held by the appropriate hearing body until the hearing is complete, and will then be forwarded to the student files located in the Office of Judicial Affairs and Community Responsibility.

A student will be notified at least three business days in advance of any hearing with the AD, the JRB, Office of Judicial Affairs and Community Responsibility, or the Student Conduct Hearing Board. The three-day period may be waived by the student if desired. To investigate

who is permitted to participate in the hearing process, contact the Office of Judicial Affairs and Community Responsibility, Marye House, x1660.

Because discipline at MWC is viewed as a learning experience, administrators, the Judicial Review Board, and the Student Conduct Hearing Board will work with students found responsible for policy violations to remedy behavioral problems by:

1. reviewing the documentation of alleged violations;
2. listening to the student's view of the situation;
3. discussing the effects of inappropriate behavior on the individual and the community;
4. using resource agencies on campus and in the community to help correct problems;
5. informing the student of possible consequences of further behavioral problems;
6. applying the appropriate sanction;
7. ensuring that the terms of the sanction have been fulfilled.

Alleged violations heard by the Office of Judicial Affairs and Community Responsibility are handled as follows:

Upon receipt of the incident documentation, the student will be informed in writing of the charges and required to contact the Office of Judicial Affairs and Community Responsibility within an indicated time period to schedule a meeting or hearing. Formal pre-hearing conferences are not required at this level of alleged violations because accused students do not have a choice of hearing options—all hearings are conducted by the Office of Judicial Affairs and Community Responsibility. However, the Office is committed to assisting accused students throughout the judicial process, and students in need of further information related to the charges, or to the judicial process in general, are invited to meet with the Director of Judicial Affairs and Community Responsibility.

For information on how alleged violations are handled by the Student Conduct Hearing Board, please see the section of the *Handbook* pertaining to this judicial body.

Alleged Violations Outside Residence Halls

When an alleged violation of College policy occurs outside the residence halls but on College property, a report will be written by the observer of the alleged violation. In most cases this would be a College Police Officer. The report is then routed to the Office of Judicial Affairs and Community Responsibility and referred to the appropriate hearing body. Alleged violations that are otherwise heard by ADs or the JRB may be heard by the Office of Judicial Affairs and Community Responsibility when they occur outside of residence halls. Alleged violations that are heard by the Student Conduct Hearing Board are heard by this Board no matter where they occur on College property.

Alleged Violations Off Campus

When an alleged violation of College policy or other misconduct occurs off campus while a student is engaged in a College-sponsored or sanctioned event or traveling as a student representative (i.e., study abroad, alternative spring break, athletics) the student may be subject to disciplinary action by the College. Violations of civil or criminal law are subject to prosecution by appropriate authorities. In some cases the interests of the College may be affected, and when this is judged by proper authorities to be the case, disciplinary action may also be taken by the College.

Threat/Danger to the Community

In cases involving student-to-student behavior which is considered harassing or threatening, the victim may meet with the Dean of Student Life or designee to request that a "no-contact" or "active avoidance" order be placed against the accused student for the period before any judicial hearing. Based on the circumstances, the Dean or designee may extend this to include an interim suspension from campus for any activities, including academic. The interim suspension would be reconsidered after the hearing process. "No contact" or "active avoidance" orders may be extended, based on the victim's preference, regardless of hearing outcome.

Appeal Procedures

Appeals of judicial hearing decisions may be made only on one or more of the following grounds: 1) denial of Judicial Process Rights (see p. 74); 2) new evidence unavailable at the time of the hearing; or, 3) sanction too severe for the violation. In the case of (1) or (2), a new hearing with the appropriate administrator or duly constituted board (see below) shall occur if deemed appropriate. In the case of (3), the appropriate administrator or board shall convene to consider the sanction only. In no event shall the second sanction be more severe than the first. Appeal decisions are final.

Appeals from Administrative Hearings and Student Conduct Hearing Board:

If the student is not satisfied with the results of a hearing with the Assistant Director, an

appeal may be made in writing within five business days to the Director, Office of Judicial Affairs and Community Responsibility, Marye House.

If the student is not satisfied with the results of a hearing with the Director of Judicial Affairs and Community Responsibility, an appeal may be made in writing within five business days to the Dean of Student Life, Marye House.

If the student is not satisfied with the results of a hearing before the Student Conduct Hearing Board in which the SCHB has original jurisdiction, the appeal may be made in writing within five business days to the President of the College. In the case of new evidence, the President may direct a new Student Conduct Hearing Board to rehear the case. Decisions of the President are final.

Appeals from Judicial Review Board Hearings and Waived Rights Procedures:

If the student is not satisfied with the results of a hearing or a waived rights procedure with the Judicial Review Board, the appeal may be made in writing within five business days to the Judicial Review Board, Marye House *(see "Procedures for Appeal to Judicial Appellate Board" and "Waived Rights Procedures and Appeals" p. 79).*

Compliance with Judicial Process

No student shall engage in any activity that disrupts, unfairly influences, or obstructs the judicial process of Mary Washington College or the Commonwealth of Virginia. This includes, but is not limited to, activities such as:

1. Attempting to influence, intimidate, or threaten any witness, Council member, or other participant involved in the preparation of a case or the procedures constituting a judicial proceeding.
2. Inappropriate, illegal, and unjust distribution, announcement, or publication of confidential judicial information, letters, or decisions.
3. Conducting oneself in an unruly and inappropriate fashion towards any official when being confronted on judicial matters.
4. Failing to cooperate completely with the judicial system and corresponding sanctions.

All students are expected to comply with any disciplinary conditions imposed upon him or her by a judicial body or College official.

Failure to Comply

Failure to comply with directives of College officials or with the judicial process (by not responding to judicial correspondence, not attending scheduled meetings or hearings, or by not fulfilling assigned sanctions) constitutes a violation of College policy with penalties ranging from a warning to dismissal from the College.

Judicial Process Rights and Responsibilities

An accused student has the following rights with regard to all judicial hearings.

1. The right to request a pre-hearing conference in which the judicial process is explained to the student. (The right is reserved to mandate such a conference when it is believed to be in the student's best interest.)
2. The right to be informed of the charges against the student prior to the hearing.
3. The right to a fair, impartial, and confidential hearing before the duly constituted judicial officer or judicial board. Officers or board members who are partial or biased must be excused from the hearing.
4. The right to advance notice of three business days before a hearing. Accused students may waive this right, verbally or in writing, at the discretion of the judicial officer or board.
5. The right to a presumption of non-responsibility until found responsible. The standard of evidence used in College hearings is preponderance of evidence. This means that the adjudicating officer or board must find the evidence supporting the charge against the student more compelling than the contradictory evidence in order for the student to be found responsible for the charge.
6. The right to an open or closed hearing except in the case of sexual misconduct which will be a closed hearing. At an open hearing, only as many people as can safely fit into the hearing area may attend.
7. The right to request an advisor of his or her choice, provided that person is willing to assist and advise the student during the hearing. The advisor may be an MWC student, faculty member, or administrator. Advisors are required to contact the hearing officer or board at least 12 hours prior to the hearing. This right shall extend to all judicial proceedings. The accuser may also have someone accompany them throughout the proceedings in a supporting/advisory role.
8. The right to be informed of all evidence against the student, and the right to question all witnesses present at a hearing (with the exception of character witnesses).

9. The right to request witnesses to speak in his or her defense. The judicial officer or board shall have the authority to limit the number of witnesses in order to avoid unreasonable delays where the testimony would be repetitious or unnecessary. Accused students are required to inform the hearing officer or board no less than two business days prior to the hearing as to the identity of their witnesses.
10. The right to be present during the entire hearing, except during judicial deliberation, or when other accused students are testifying. In the event that a student fails to appear for the hearing, his/her absence may not be construed as an admission of responsibility. However, a hearing may be held in the student's absence if the student fails to notify the hearing officer or board of any conflicts at least two business days in advance.
11. The right to plead responsible and forego a hearing.
12. The right to a hearing and, if applicable, sanctioning, within a reasonable period of time.
13. The right to be notified in writing of the decision or recommendation of the adjudicating officer or board within five business days of the hearing (excluding official College breaks) except in unusual circumstances as determined by the officer or board.
14. The right to appeal to the appropriate body or College administrative official within five business days of the hearing. Appeals are limited to the following causes:
 a. denial of judicial process rights
 b. presentation of new evidence not available at time of hearing
 c. sanction was too severe for the violation committed.

An accused student has the following responsibilities with regard to any and all judicial hearings:

1. The responsibility to be on his or her honor.
2. The responsibility to attend all scheduled conferences and hearings in a timely fashion, or to notify appropriate parties of conflicts.
3. The responsibility to complete sanctions by stated deadlines. (Failure to do so may result in additional judicial charges or sanctions, or a hold being placed on the student's records.)
4. The responsibility to conduct himself or herself in a civil and respectful manner.

Disciplinary Sanctions

The following disciplinary sanctions may be recommended by the duly constituted judicial board or administrator to students violating College policies and regulations. The disciplinary sanction will be presented in written form to the violator, with a copy sent to appropriate members of the judicial system and a copy placed in the student's personal file in the Office of Judicial Affairs and Community Responsibility. Sanctions may be assigned cumulatively depending on a student's prior record.

a. **Restitution***—The student is required to provide monetary reimbursement for repair/replacement of property or service rendered. Restitution, however, is not considered sufficient penalty for willful damage or destruction of property.

b. **Fine***—The student is required to pay a financial penalty for his/her violation

**Restitution and fines are payable in cash or check payable to "Mary Washington College" and delivered to the Student Accounts Office, G.W. Hall, by the appropriate date.*

c. **Reprimand—**
Simple Reprimand: the student receives verbal or written censure for violation of College policies and regulations; or,
Extended Reprimand: the student receives verbal or written censure for violation of College policies and regulations, and if the student is found responsible for a subsequent violation during the specified period of the reprimand, he/she will receive a stricter sanction than if the alleged violation had occurred outside of the reprimand period.

d. **Constructive or Educational Task**—A task that benefits the individual, campus, or community (such as a service-related activity) is assigned to the student.

e. **Restrictions**—A student's movements or contact may be restricted.
 (1) Loss of Visitation: The individual loses his/her visitation rights for a specific period of time. For example, an individual under this sanction may not sign-in to another hall or have a visitor sign-in to visit him/her.
 (2) Social Probation: The individual loses his/her social rights on campus for a specific period of time. No individual under this sanction may enter the Underground, Eagles Nest, mixers, or any campus-sponsored activity.
 (3) Active Avoidance: A student is directed to actively avoid physical, verbal, or written contact with another individual.

f. **Disciplinary Probation**—During a specified period of probation, if the student is found responsible for additional violations of any sort, then the student may be suspended from on-campus housing or from the College (see "Suspension from the Residence Halls" and "Suspension" below). A recommendation for expulsion also could be made to the President of the College.

g. **Relocation within Residence Halls**—The Residence Life and Housing Office has the right to change a student's room assignment based on the recommendations resulting from the judicial process.

h. **Suspension from the Residence Halls**—The student loses the privilege of living in a College residence hall for a specified length of time. At the end of this time, after receiving approval from the Dean of Student Life or designee, the student is allowed to reapply for residence hall living. The student may be admitted to a residence hall provided there is space available. During the suspension period, the student may not visit in, or enter, any residence hall at any time for any reason unless otherwise specified. Persons responsible for payment of the student's College bills will be notified by telephone by the Dean of Student Life or designee when a student is suspended from the residence halls. When suspended from living in the residence halls, the student must leave the hall according to the terms of the sanction or within 72 hours after the sanction has been imposed.

i. **Expulsion from the Residence Halls**—The student loses the privilege of living in, visiting, or entering College residence halls. When expelled from the residence halls, the student must leave the residence halls according to the terms of the sanction or within 72 hours after the sanction has been imposed.

j. **Extension of Sanction/Transcript and Registration Hold**—Any student failing to comply with a disciplinary decision within the designated period may be assessed a sanction greater in severity than the original sanction. In addition, a transcript and registration hold may be placed on the student's academic record.

k. **Suspension**—The student is separated from the College for a period of time. Individuals responsible for payment of the student's College bills will be notified by telephone by the Dean of Student Life or designee to the extent allowed by FERPA. A letter will be sent to the student, the person responsible for the student's College bills (to the extent allowed by FERPA), Registrar, Office of Business & Finance, Admissions Office, and copies placed in the permanent file in the Office of Judicial Affairs and Community Responsibility. When suspended, the student must leave campus within 36 hours after the sanction has been imposed. During the period of suspension, the student is banned from campus, and may only visit administration buildings for business purposes with prior clearance from the Dean of Student Life or designee. As noted in the *Academic Catalogue*: "Courses taken at other institutions while a student is on suspension (academic, disciplinary, or honor) from MWC are not accepted by MWC for transfer credit and will not fulfill any degree requirement."

1. **Expulsion**—Permanent removal of the student from the College. Persons responsible for payment of the student's College bills will be notified by telephone by the Dean of Student Life or designee to the extent allowed by FERPA. A letter will be sent to the student, the person responsible for the student's College bills (to the extent allowed by FERPA), Registrar, Office of Business & Finance, Admissions Office, and copies placed in the permanent file in the Office of Judicial Affairs and Community Responsibility. When expelled, the student must leave campus within 36 hours after the sanction has been imposed. A student expelled from the College is ineligible for readmission.

NOTE: Other sanctions may be assigned as determined by the hearing officer or board.

Parent/Guardian Notification of Alcohol Violations

Federal legislation allows for the College to notify certain family members when a student is found responsible for violating College alcohol policies or state laws regarding alcohol use. The parent or guardian of a student under the age of 21 will be notified based on the following conditions:

1. the student is found responsible for a major alcohol violation (intoxication).
2. the student is found responsible for a second or subsequent minor alcohol violation.
3. the student incurs medical conditions as a result of an alcohol-related incident.

A letter and/or phone call from the Dean of Student Life will inform the parent/guardian. Additional information on the notification policy is available from the Office of the Dean of Student Life.

Student Access to Documentation

The Office of Judicial Affairs and Community Responsibility is committed to allowing accused students access to incident-related documentation to the fullest extent of the law.

Certain restrictions may apply, however. If the accused student also has been criminally charged with violation of local, state, or federal law, College Police documentation may not be available to the accused student until the criminal case has been resolved. In this event, College Police shall provide a written summary of the complete documentation, and this summary shall be available to the accused student regardless of whether the administrative hearing precedes or follows the resolution of the criminal proceedings against the student. In addition, any documentation may be redacted so that confidential information (for example, addresses and telephone numbers of witnesses) are not available to the accused student.

Judicial Record Retention and Privacy Policy

Judicial records are kept in the Office of Judicial Affairs and Community Responsibility. These records are confidential, and the contents of student judicial files cannot be shared unless students sign a release permitting the information to be shared with specific individuals or, in the case of a student who is a minor, the eligible parent or legal guardian, except as stipulated under the section "Persons Having Access to Educational Records" (p. 35). There are three exceptions to this policy:

1. Judicial information may be shared with other educational institutions;
2. Judicial information pertaining to repeated or severe violations of the drug and alcohol policy may be shared with parents (or other responsible guardians). This exception does not apply if the student is 21 years old or over, or can demonstrate that he/she is financially independent.
3. Parental notification may occur if the student's actions result in hospitalization.

Judicial information may be shared with other College administrators on a need-to-know basis. For example, the Office of Judicial Affairs and Community Responsibility will inform the appropriate coach when a student athlete has been charged with a violation of the drug or alcohol policy, and when the incident has been resolved through judicial action. This does not remove any obligation the student athlete may have to inform the coach on his/her own.

Certain judicial documents (e.g., incident reports, decision letters) are provided to accused students to assist them with preparation for a hearing or to provide them with official notification of a hearing's outcome. Because these documents may contain private information about other students (witnesses, other accused students, etc.), they are not to be shared with other individuals inside or outside of the College community. Students who do not respect the privacy of other individuals with respect to judicial documentation will be subject to additional judicial action.

Records in the Office of Judicial Affairs and Community Responsibility are maintained from the time of enrollment at Mary Washington College until three years after the student last attended the College. However, in the case of judicial suspensions and expulsions, judicial records are maintained indefinitely.

Students are encouraged to keep in mind that potential employers, in addition to graduate institutions and the military, frequently request judicial information concerning candidates during the hiring or admissions process.

Judicial Review Board

Philosophy of the Board

All of the Board's activities, and ultimately its very existence, derive from a single principle: dedication to student responsibility for student actions. Thus the Board conceives of its role, in terms of the College judicial process, as one of mediation between the expectations of the College as an enduring institution, the needs and rights of the student body as a whole, and the needs, rights and impulses of the individual student. Each alleged violation of College rules is considered unique, due to the circumstances surrounding the violation; therefore, there is no system precedence. The sanctions it recommends represent, not an attempt to punish, but the best possible balance of the three interests, and are a sincere attempt to communicate to the individual, at the most immediate level possible, that his/her actions have somehow damaged the mutual ongoing process of education.

Composition of the Board

The Judicial Review Board (JRB) shall be comprised of the President, Vice President, and twenty elected members–five from each class. The JRB is advised by the Director of Judicial Affairs and Community Responsibility. If a judicial representative feels that he or she cannot hear the case objectively, the representative shall disqualify himself/herself from the hearing. A quorum of five must be present to hold a hearing. The others shall be reserved in the event of an appeal. The Board members will select (from within the Board), a Vice President, a Hearing Coordinator, a Sanctions Coordinator, a Secretary, and a Treasurer.

General Procedures

The JRB President receives the Incident Report and will contact the accused through campus mail. Students are given the choice of accepting responsibility by waiving their right to a JRB hearing (Waived Rights Case) or having a JRB hearing.

If the accused feels there are extenuating circumstances, or that s/he is not responsible for the violation(s), it is his/her right to have a hearing. Upon request, the Hearing Coordinator will schedule a date and time for the accused to appear before the JRB and explain the circumstances of the incident.

Procedures for Judicial Review Board (JRB) Hearings

1. The accusing student or staff member and accused student are introduced to the Board by the Presiding Official (the JRB President or Vice President).
2. All are reminded of the Honor Code.
3. If available, the accusing student or staff member briefly relates to the Board the circumstances of the case and/or relevant facts.
4. The Presiding Official reminds the accused student that he/she does not have to testify.
5. The Presiding Official asks the accused student to relate the circumstances surrounding the case to the Board.
6. Any other witnesses are then escorted into the JRB room and reminded of the Honor Code.
7. The witnesses supporting the accusation give their testimony, followed by the witnesses supporting the accused student.
8. The accusing student or staff member, accused student, and the members of the Board may ask questions at the conclusion of each testimony and presentation of evidence.
9. After testimony, the Presiding Official adjourns the hearing for deliberation. The Board may recall the accused, the staff member and any witnesses to further question their testimony. At this time, additional comments may be made. The JRB must reach a majority rule decision after discussion.
10. The Board is reconvened and the Presiding Official announces the decision.
11. After sharing the decision of responsibility, the Presiding Official adjourns the hearing for deliberation of sanctions.
12. The Board is reconvened and the Presiding Official announces the decision on the sanction.
13. The Presiding Official must remind the accused student of the right to appeal the decision to the Judicial Appellate Board.
14. All hearings will be assumed closed unless the accused requests otherwise.
15. The disciplinary action will be presented to the violator in a letter with a copy to appropriate persons.

All records of a hearing in which a decision of responsible is given will be kept locked in the judicial files. It shall be the duty of the JRB President to see that these records are properly and safely stored. Inspection of these records will only be granted to any person who may prove his or her legitimate interest in that case to the JRB.

In the case of a not responsible decision, all records of the hearing shall be destroyed.

Procedure for Appeal to Judicial Appellate Board

The Judicial Appellate Board shall be composed of a presiding officer and five non-biased members of the Judicial Review Board (JRB) who did not sit on the original hearing. All representatives will serve with equal voice and vote. An accused student who has been found responsible for a violation by the JRB may, within five business days after notification of the decision, send a letter of appeal to the JRB (Marye House) requesting the Judicial Appellate Board to review the decision of the JRB on any one of the following grounds:

a. denial of judicial process.
b. presentation of new evidence not available at time of hearing.
c. penalty was too severe for the offense committed.

In an appeal, the student shall set forth in writing all of his/her objections to the action of the JRB. The President and Vice President will review the appeal letter and evidence and decide if an appeal is warranted. In the case of (a) or (b), an appellate hearing shall occur. In the case of (c), the Judicial Appellate Board shall convene to consider the sanction only.

Procedure for Appellate Hearing

1. The Presiding Officer reads the letter of appeal to the Appellate Board and adds any relevant information.
2. The appealing student may present evidence he/she feels supports the appeal.
3. The Appellate Board may question the appealing student, any witnesses, or the Residence Life staff member (if present).
4. After testimony, the Presiding Officer adjourns the Appellate Board for deliberation. The Board may recall anyone who previously testified for further questioning and clarification.

Waived Rights Procedures and Appeals

Students have the option to waive their right to a Judicial Review Board hearing and to plead responsible to all charges. In a waived rights procedure, the accused student is not present. The Judicial Review Board President or Vice President reads the incident report to a panel of five JRB representatives. The panel then discusses and decides on appropriate sanction(s) for the offense(s). A decision letter is sent to the student indicating what sanction(s) have been issued.

After the waived rights procedure has been completed, students who chose the procedure may appeal the panel's decision if they feel that the sanction they received was too severe. Students who wish to appeal must submit a letter stating the grounds for their appeal to the Judicial Review Board within five business days after notification of the panel's decision. In the case of an appeal, the accused student's case will be heard before an appellate panel comprised of five representatives who did not sit on the original waived rights panel. The panel may sustain the original sanction(s), or may choose to decrease the sanction(s). As with other appellate procedures, the decision of the appellate panel is final.

Student Conduct Hearing Board (SCHB)

Students alleged to have violated the College's Drug Policy or Sexual Misconduct Policy are referred to the Student Conduct Hearing Board (SCHB).

The purpose of the hearing is to provide a full account of the circumstances and facts involved. Generally, a hearing will take place prior to the College enforcing any disciplinary action; however, if the student is accused of a violation that results in criminal prosecution or is of a nature that may endanger or disrupt the well-being of the College community, the student may be suspended from the College or residence hall until the hearing can be scheduled.

The Student Conduct Hearing Board shall have full authority to determine the disciplinary sanction, if any, to be imposed upon a student found responsible for a violation. An exception exists, however, if the Board determines that the student should be expelled from the College. In this instance, the Board Chairperson shall brief the President on the circumstances and findings prior to the decision becoming final. If for any reason the President of the College concludes that a lesser penalty is more appropriate than expulsion, the President may accordingly amend the decision of the Board. The President may not impose a sanction more harsh than that of the Student Conduct Hearing Board.

Composition of the SCHB and Responsibilities of the Chair

1. The SCHB will consist of members from the College community, each of whom is appointed annually by the President of the College in consultation with the Dean of Student Life. Representatives from the faculty, the administration, and the student body will occupy 30 positions on the SCHB. The Chair of the SCHB shall be appointed in addition to the other Board members. He/She will preside over the proceedings. The responsibilities of the Chair shall include:
 a. protecting the referred student's right to confidentiality and guaranteeing Judicial Process Rights (p. 74).
 b. contacting the members of the SCHB to notify them of the date, time, and location of the hearing;
 c. notifying the President of the College and the Vice President for Student Affairs of the Board's decision and recommendations. In those cases in which a student is suspended or expelled from the College, the Chair shall also notify the person responsible for the student's College bills (to the extent allowed by FERPA), Registrar, Office of Business & Finance, and Admissions Office;
 d. taking all responsible steps to ensure that the imposed sanction is carried out by the student.
2. Five members must be present to hold the hearing. Three student members must be part of the quorum.
3. The Chair of the SCHB shall arrange for the proceedings of the hearing to be tape recorded solely for the purpose of providing the President of the College with a record of the hearing in the event the student is eligible to appeal the decision. No recording or taping of the hearing shall be made by other persons. The Chair shall maintain the hearing tape for the period of time the student is allowed to make an appeal. If an appeal is not made within the time allotted, the Chair shall destroy the tape. In the event of an appeal, the tape shall remain in the possession of, and under the control of, the President until final disposition of the appeal. The student shall be provided reasonable access to the tape for purposes of review, with the understanding that no duplication of the tape shall be permitted. After final disposition of the appeal, the tape will be destroyed by the SCHB Chair.

Student Conduct Hearing Board Procedures

1. The Chair of the SCHB will notify the referred student of the date, time and location of the hearing. This notification will be at least 72 hours prior to the hearing. The 72-hour time period may be waived in writing by the accused if he/she desires.
2. The referring party and the referred student shall each be entitled to have one advisor appear with him/her at the hearing. This advisor will be a selected member of the student body, faculty, or staff of the College; or a parent or guardian. If the student elects to have an advisor, it is his/her responsibility to locate an advisor and inform the Chair of the SCHB at least 12 hours prior to the hearing. In the case of sexual misconduct, the referring party may have an advocate present in addition to an advisor. The advocate's role is strictly one of support for the referring party. Neither the advisor nor the advocate plays an active role in the proceedings. The role of the advisor shall be to:
 a. advise the student in preparation for the hearing;
 b. assist the referred student in the preparation of opening and closing remarks;
 c. advise the student on cross-examining and raising questions; and,
 d. assist in the preparation of an appeal, if appropriate.

Hearing Procedure:

a. The Chair calls the hearing to order.
b. All involved parties (the referred student(s), advisor, referring party, advocate (if appropriate), and witnesses) enter.
c. All are reminded of the Honor Code.
d. Introductions are made.
e. All witnesses exit and are called when needed.
f. The Chair states the charge(s).
g. The referred student is given the opportunity to respond either responsible or not responsible to the charges.
h. When recognized by the Chair, the referred student, the referring party, and members of the SCHB may ask questions at the conclusion of each testimony and presentation of evidence.
i. The evidence supporting the referral is submitted by the referring party.
j. Witnesses supporting the referral are called in and asked to share what they witnessed that directly relates to the incident being reviewed during the hearing.
k. The referred student is asked to relate the circumstances surrounding the referral.
l. The witnesses supporting the referred student are called in and asked to share what they witnessed that directly relates to the incident being reviewed during the hearing.
m. The referred student will have the opportunity to make a final statement before the deliberation of responsibility.
n. All are excused except SCHB members who stay for deliberation and voting. This deliberation must include a decision regarding responsibility in the referred matter.
o. The referred student(s), advisor, referring party and advocate, if present, are called back in, at which time the Chair informs all persons present of the Board's decision. If the referred student is found not responsible, the hearing ends. If the referred student is found responsible, the hearing continues.
p. If the referred student wishes, character witnesses will be allowed to testify at this time.
q. Previous judicial history is revealed to SCHB members.
r. The referred student will have the opportunity to make a final statement before the deliberation of sanction.
s. All are excused except SCHB members who stay for deliberation and voting. This deliberation must include a decision regarding sanctions in the referred matter.
t. The referred student(s), advisor, referring party and advocate, if present, are called back in, at which time the Chair informs all persons present of the Board's decision regarding sanction(s). The Chair reminds the referred student of his/her right to appeal. If the hearing just concluded was held to appeal an earlier sanction, no further appeal can be made. A student who is found responsible is required to comply fully with the imposed sanction. Non-compliance will result in additional penalties ranging from a warning to dismissal from the College.
u. The accused may appeal the case to the President of the College, in writing, within five business days from the time the sanction is imposed. This appeal must be based on violation of judicial process rights, upon the presentation of evidence not available at the hearing, or upon the penalty being too severe for the offense committed. In the case of new evidence or violation of judicial process rights, the President may direct a new Student Conduct Hearing Board to rehear the case.
v. Unless there is any further discussion, all are dismissed and the hearing ends.

Honor System





Honor System

Honor Code

The Concept of Honor at Mary Washington College

The Honor system at Mary Washington College is a deeply cherished tradition founded upon the personal integrity of each individual member of the College community. It requires that all members of this community conduct themselves honorably at all times and in all dealings with others. This shared commitment to high ethical standards creates an atmosphere of trust and respect vital to the unique sense of community which characterizes the institution.

Authority for the maintenance and operation of the Honor System is delegated directly by the Board of Visitors to the students. It is the students who are responsible for determining when a breach of honor has been committed, and it is they who are entrusted with enforcing the system. Accordingly, every member of the study body has the responsibility, not only for understanding the provisions of the Honor Code, but also for maintaining at all times the highest possible degree of personal integrity. Moreover, every student must realize that acceptance of admission to Mary Washington includes the explicit agreement to abide by the provisions of the Honor Code as contained in the Honor Constitution and the *Honor System Guidebook*.

The Honor Constitution

Introduction

The Honor System applies to every student who is enrolled at Mary Washington College. Accordingly, every student shall be required to verify acceptance of the Honor System by signing the following Honor Pledge:

> "I, as a student at Mary Washington College, do hereby accept the Honor System. I have read the Honor Constitution, understand it, and agree to abide by its provisions. Accordingly, I resolve to refrain from giving or receiving academic material in a manner to authorized by the instructor, from illegally appropriating the property of others, and from deliberately falsifying facts. I acknowledge that, in support of the Honor System, it is my responsibility to report any violations of the Honor Code of which I am aware, and that it is my duty to participate as an honor trial juror if called upon to serve, unless officially excused. I realize that, in the event of a violation of the Honor Code, a plea of ignorance will not be acceptable, and that such a violation could result in my permanent dismissal from the College. I further pledge that I shall endeavor at all times to create a spirit of honor, both by upholding the Honor System myself and helping others to do so."
>
> —By Students, March 1, 1990

Registration as a student at Mary Washington College obliges a student to abide by the Honor Constitution. Each student will sign the Honor Pledge before classes begin. This is a symbol of each student's willingness to accept the Honor System as a way of life at Mary Washington College. The ultimate responsibility for signing the Honor Pledge rests with the student.

Article I: Scope of the Honor Code

Section 1. The violations of the Honor Code are lying, cheating, and stealing in all their various forms. These terms are briefly explained as follows; for detailed descriptions of specific examples, refer to the *Honor System Guidebook*.

A. **Lying**: a deliberate misrepresentation of the truth. This violation includes, but is not limited to, forgery and the falsification or misuse of the student identification card by using another's card or by allowing another to use one's own card.

B. **Cheating**: an intentional misrepresentation of another's work as one's own, or a misrepresentation of the circumstances under which the work was done. This violation includes, but is not limited to, copying, plagiarism, unauthorized collaboration, and unauthorized divulging of information.

C. **Stealing**: the taking of the property of another person, or of the College, without authorization or consent. This violation includes, but is not limited to, the theft or mutilation of library materials, and the unauthorized duplication of a College key.

Section 2. In order to reaffirm commitment to the Honor System, the student shall write out in full and sign the Honor Pledge on all quizzes, examinations, papers, and other assignments, as appropriate. The Pledge verifies that the work submitted is the student's own and has been done in accordance with the requirements set forth by the instructor. The **PLEDGE is: "I hereby declare upon my word of honor that I have neither given nor received unauthorized help on this work."**

Article II: Organization

Section 1. The Honor Council is a judicial body designed to try specific cases brought to it regarding possible violations of the Honor Code.

Section 2. The Honor Council consists of a president and 16 other members.

A. The Honor Council president is elected at large by the entire student body from among currently enrolled students.

B. The 16 other members consist of 4 representatives each from the freshman, sophomore, junior, and senior classes, elected by currently enrolled students in their respective class.

C. One Honor Council representative shall be elected by the Council to serve as vice president. That person shall assume the duties of the president in the president's absence, and shall perform other duties as may be assigned by the president.

D. The terms of office of Honor Council members shall begin in the spring semester of the year in which elected, and shall continue until the installation of the succeeding members the following year. Members of the Honor Council may be re-elected.

E. Any member of the Honor Council who fails to perform the duties or uphold the standards of office may be removed by action of his or her constituency or by the Honor Council as follows:

1. Upon presentation to the Honor Council of a petition signed by at least 20 percent of the member's currently enrolled class (in the case of an honor representative), or at least 20 percent of the entire currently enrolled student body (in the case of the president), the question of recall shall be considered. At least three-fourths of the Honor Council must vote in favor of removal in order for the motion to be carried. If, upon petition, the Honor Council fails to remove the member in question, such action may be overridden upon petition of at least 40 percent of the appropriate constituency followed by a majority of the votes cast by that constituency.
2. Alternatively, the Honor Council itself may initiate the recall of a member by a vote of at least three-fourths of its members in favor of removal.
3. Whenever a member is removed or resigns from office, an election shall be held as soon as practicable by the appropriate constituent group to fill the vacancy thus created.

Section 3. There shall be an Honor Investigator appointed by the Honor Council president whenever an alleged honor violation has been reported, and it shall be the duty of this person to gather information from both the accuser and the accused concerning the alleged violation. This information shall be presented to the Honor Advisory Board (see below, Art. II, Sec. 4). The duties of the Honor Investigator shall ordinarily be carried out by the vice president of the Honor Council, but may be assigned to another member of the Honor Council at the discretion of the president. Whoever serves as Honor Investigator shall not be eligible subsequently to participate in any trial or appeal which may result from the investigated incident.

Section 4. There shall be an Honor Advisory Board consisting of the president of the Honor Council (as chair), the president of the Student Government Association, and the president of the Judicial Review Board. It is the responsibility of this body to receive information from the Honor Investigator and, on that basis, to determine the appropriate dispensation of the alleged violation.

Section 5. There shall be Student Honor Advisors appointed by the Student Advisor Coordinator from among the student applicants.

A. The Student Advisor Coordinator, chosen by the Honor Council president from among student applicants, will appoint two Student Honor Advisors to each trial.

B. At each trial, one Student Honor Advisor will serve as advisor for the accuser and one will serve as advisor for the accused.

Section 6. There shall be seven non-voting faculty advisors to the Honor Council, two of whom shall be present at each trial.

A. Faculty advisors shall be appointed for staggered three-year terms by the president of the College in consultation with the president of the Honor Council.

B. Faculty advisors shall be selected in such a manner that there is a least one representative from each of the classroom buildings and the library.

C. Prior to each honor trial, one faculty advisor shall be available to assist the accuser and one to assist the accused, but neither shall participate in the conduct of the trial itself.

D. Faculty advisors shall meet periodically with the Honor Council to review matters of function and practice, and shall report to the general faculty at least once per semester concerning such matters.

Section 7. There shall be an Honor Contact within each residence hall, to be elected by the hall's residents in the fall semester of each year, to serve as liaison between the Honor Council and the residents of that hall. The commuting students shall also elect an Honor Contact to serve as their liaison.

Section 8. Mary Washington College's James Monroe Center, located in Stafford County, has developed an Honor Committee similar to this Honor Council at the Fredericksburg campus. In order to take into account the existence of more than one Honor Council/Committee (one on each campus), a student suspected of an honor violation will be referred directly to their "home campus" Honor Council/Committee for investigation. "Home campus" shall be determined by the registrar's office.

Section 9. There shall be one non-voting Procedural Advisor to the Honor Council, which shall be appointed by the president of the College in consultation with the president of the Honor Council. It shall be the role of the Procedural Advisor to aid the Honor Council president in providing clarification concerning Honor System procedures. The Procedural Advisor shall be present at each hearing and be present for jury and Honor Council deliberations during said hearings.

Section 10. The Investigative Committee shall consist of at least one student from each class. The Honor Council president shall determine criteria for appointment and removal from office. One member of the committee will be selected to assist Honor Council Investigators for each case investigated by the Council.

Article III: Procedure

Section 1. Investigation.

A. The Honor Council operates on the premise that every person is deemed innocent until proven guilty.

B. All members of the College community should feel obligated to investigate as quickly and discreetly as possible any suspected violation of the Honor Code. If it is apparent that no honor violation has in fact occurred, there shall be no further proceedings. If, however, it is believed that a violation has occurred, the person suspected of the violation should be approached with a request for an explanation of the suspected violation. If the explanation is deemed satisfactory, there shall be no further proceedings. If the explanation is not satisfactory, an accusation should be made, and the accuser must notify the president of the Honor Council in writing within five academic days. All accusations must be made within 45 days from the date of discovery of the alleged violation. The accused must be a member of the College community.

C. The Honor Council president shall meet with the accuser to provide procedural information and shall appoint an Honor Investigator to gather information from both the accuser and the accused.

D. Within fourteen calendar days, the Honor Investigator shall report to the Honor Advisory Board, unless granted an extension by the Honor Council president. The Honor Investigator shall prepare an information packet consisting of relevant testimony and information collected during the investigation. This packet shall be made available to the accuser and accused persons following the Honor Advisory Board hearing. Based on the Honor Investigator's report, the Honor Advisory Board shall make one of the following determinations:
 1. If there is no evidence that a violation has occurred, the process shall end.
 2. If the evidence presented is insufficient, or the grounds inappropriate to warrant further adjudication, there shall be no further proceedings although, at the discretion of the Board, a letter of reprimand may be issued to the investigated student. Such reprimand, if issued, shall not be entered on the student's official academic record.
 3. If there is evidence of a violation, but not one which involves an infraction of the Honor Code *per se*, the matter shall be referred to the appropriate body for adjudication (e.g., Judicial Review Board).
 4. If there is evidence of an Honor Code violation, the accused student shall be given the option of withdrawing from the College or standing trial before the Honor Council.

E. Voluntary Withdrawal:
 1. An accuser cannot withdraw a charge of an Honor violation upon agreement of the accused to withdraw from the College.
 2. If the accused elects to discontinue enrollment:
 a. the Honor Council shall take appropriate action to record the facts as they were presented;
 b. the Honor Council president shall notify the president of the College and other appropriate administrative officers of such action; and,
 c. the following entry shall be made on the student's official academic record: *"Discontinued enrollment from the College on [date] under accusation of an Honor Code violation of [name of violation] and is therefore permanently dismissed."*

F. If the accused student elects to stand trial, the president of the Honor Council shall arrange for a jury trial. No trial shall be scheduled between the beginning of the Reading Period and the end of the Examination Period. Cases which arise within this time frame

shall be tried as soon as possible, but ordinarily no later than the end of the second week of classes during the subsequent semester; in the event of extenuating circumstances, the president of the Honor Council may grant a postponement.

G. Admission of Guilt:
1. The accused student may plead guilty at any point prior to convening the actual honor trial. When doing so, the accused shall forego the right to a jury trial and, instead, shall appear before a review and sanction hearing. The purpose of the hearing shall be to determine an appropriate sanction based on the honor violation.
2. When pleading guilty, the accused student must send a signed, written statement to the Honor Council president acknowledging a plea of guilty and waiving the right to an honor trial.
3. Upon receipt of the accused student's statement, the Honor Council president shall arrange for a review and sanction hearing. At the hearing, the Honor Council shall be represented by six of its members: the Honor Council president, who is the presiding officer for the hearing, plus five unbiased Honor Council representatives. Both parties shall be entitled to have present at the hearing a Student Honor Advisor, appointed by the Student Advisor Coordinator, and a faculty advisor. Both parties shall be entitled to present a statement at the time of the hearing.

H. Evidence and Witnesses:
The accuser and accused may use anything contained in the Honor Investigator's report during an Honor hearing. Any additional information presented at the hearing that is not contained in the Investigator's report, or the use of oral or written testimony from third parties, must be exchanged among the accuser, accused, and the Honor Council President within 24 hours prior to the convening of the hearing.

Section 2. Trial.

A. Composition
1. At a trial, the Honor Council shall be represented by six of its members: the Honor Council president, who is the presiding officer for the trial, plus five unbiased Honor Council representatives.
2. There shall be a jury of nine students, chosen at random from the student body.
 a. It shall be the duty of the Honor Council president to ensure that each juror is unbiased. Toward that end, the accuser and the accused, as well as the members of the Honor Council, shall have the right to question prospective jurors in order to eliminate from service anyone who may be biased.
 b. Although students are normally expected to serve if called, exemptions may be made for academic reasons or other legitimate extenuating circumstances.
3. Two faculty advisers appointed by the president of the Honor Council (see above, Art. II, Sec. 6C) shall be present, but shall not participate in the conduct of the trial itself.
4. Two Student Honor Advisors shall be present. The Student Advisor Coordinator shall designate one to serve as advisor to the accused, and one as advisor to the accuser.
5. The Accuser and the accused may each engage any person of his or her own choice to act as counsel (see below, Art. III, Sec. 2B3).

B. Format
1. Attendance at the trial shall normally be restricted to those persons described above (Art. III, Sec. 2A). However, the accused may request an open trial, in which case additional members of the College community or other persons designated by the accused may also attend.
2. The Honor Council, with the president serving as the presiding officer, shall direct the trial process.
3. Rules of Testimony
 a. The accused is not required to testify on his or her behalf and cannot be compelled to answer questions during the trial.
 b. Failure of the accused to testify shall not be mentioned by the accuser during the trial, nor shall it be a consideration in determining either a verdict or, in the event of conviction, a sanction.
 c. If the accused chooses to respond to questions from the Honor Council, such responses must be made personally by the accused, not by counsel or by any other representative of the accused.
4. Upon conclusion of all testimony, the jury shall deliberate and deliver to the Honor Council president a verdict of guilt or innocence. A verdict of guilt shall be rendered only upon the concurrence of at least two-thirds of the jury.
5. If a verdict of guilt is rendered, the five Honor Council representatives who are present shall decide the appropriate penalty, which shall be announced by the president of the Honor Council.

C. Penalties

1. Following a verdict of guilty or an admission of guilt, the Honor Council must impose one or more of the following penalties:
 a. Probation. Probation may be imposed for academic or non-academic violations. ***Academic Probation*** is the loss of academic credit through the assigning of a failing grade.
 (1) In cases involving academic violations, the probationary sanction shall include a failing grade in the course(s) involved.
 (2) In cases involving non-academic violations, the probationary sanction shall include, as appropriate, loss of social and/or residential privileges for15 consecutive weeks in which the student is enrolled in classes.

 Social Probation is given for 15 consecutive weeks unless otherwise stated during sanctioning. It is a comprehensive loss of social privileges for the allotted period of probation. The following events are prohibited for the probationary period:
 (1) Visitation privileges, except lobbies (i.e., no receiving visitors or visiting other residence halls)
 (2) Class Council events
 (3) Student Government Association social or entertainment events
 (4) Residence hall-sponsored social events
 (5) Other social events in the Great Hall, Eagle's Nest, or Dodd Auditorium

 The social probation sanction does <u>not</u> prohibit participation in any events required by professors or that are academic in nature. Additionally, participation in clubs or community service is not prohibited. The full privileges of being a Mary Washington College student will be restored upon completion of the allotted period of social probation.
 b. Suspension. Suspension is the loss of registration privileges for the specified semester(s). The period of suspension must be for at least one semester, and may be longer at the discretion of the Honor Council. After such time, the individual is entitled to re-enroll. Suspensions may be retroactive to the semester in which the violation occurs.
 c. Permanent dismissal. A student receiving the penalty of permanent dismissal is not eligible to return to the College.
 d. In cases involving violations against the community, the sanction of community services may be rendered.
2. Any record of previous honor offenses shall not be taken into account in determining the verdict in a trial; however, the Honor Council shall consider such record in determining the penalty to be imposed in the event of subsequent conviction, as follows:
 a. If a student, having been previously convicted and placed on probation or given community service, shall be found guilty of a second violation, the penalty for the latter violation must be either suspension or permanent dismissal.
 b. IIf a student, having been previously convicted and suspended, shall be found guilty of a subsequent violation, the penalty for the latter violation must be permanent dismissal.
 3. All sanctions imposed shall be entered into the student's official academic record (see below, Art. III, Sec. 4).

Section 3. Appeal.

A. Appeal of Verdict

1. A student convicted of an honor offense may appeal the verdict on procedural grounds or upon the presentation of relevant new evidence which was unavailable at the time of the original trial. Such appeal must be made in writing, and may, in addition, be presented orally to the Honor Advisory Board within five calendar days after the initial verdict is rendered; the Board shall then determine whether sufficient grounds exist for granting the appeal.
2. If the appeal is granted, a new trial is ordered. Such trial shall be conducted in accordance with established honor trial procedures (see Art. III, Sec. 2), but shall include no Honor Council member or juror who participated in the initial trial.
3. If the appeal is not granted, the original verdict shall stand as rendered.

B. Appeal of Sanction

1. A student convicted of an honor offense has the right to appeal the sanction on the grounds that the penalty is too harsh for the violation committed. Such appeal must be made in writing, and may, in addition, be presented, orally to the president of the Honor Council within five calendar days after the initial verdict is rendered.
2. The president of the Honor Council shall appoint an Honor Appellate Panel to consider such appeal. The Panel shall consist of five unbiased Honor Council members who did not participate in the initial trial.

3. The Honor Appellate Panel shall review transcripts and/or tapes of the initial trial and, on that basis, determine whether to sustain, decrease, or increase the penalty imposed at the initial trial.
4. The decision of the Honor Appellate Panel shall be final, and the convicted student shall have no further right of appeal.

C. In the event that an insufficient number of current Honor Council members is available to consider an appeal, the Honor Council president shall have the right to authorize previous Honor Council members to serve at an appeal hearing.

Section 4. Record of Honor Trial.

A. In the case of acquittal, all records of the trial shall be destroyed expeditiously.
B. In the case of conviction, one of the following entries shall be made on the student's official academic record, as appropriate:
1. *"Student was sanctioned on [date] to perform [amount] hours of community service, to be completed by [date], for the honor violation of [name of violation]."*
2. *"Placed on probation for [period of time] by the Honor Council on [date] for the Honor Code offense of [name of violation]. Probation involves [specific sanction imposed]."*
3. *"Suspended for [period of time] by the Honor Council on [date] for the Honor Code offense of [name of violation]. Entitled to enroll no earlier than [date]."*
4. *"Permanently dismissed from the College by the Honor Council on [date] for the Honor Code offense of [name of violation]."*

Section 5. Violations of Conditions of Previously Imposed Sanctions

A. The Honor Council may re-sanction a student who has violated the conditions of a previously imposed sanction even if the violation itself does not constitute an honor offense.
B. Hearing
1. The president of the Honor Council shall arrange for a hearing to consider whether the conditions of a previously imposed sanction have been violated. At this hearing the Honor Council shall be composed of six of its members: the Honor Council president, who is the presiding officer for the hearing; plus five unbiased Honor Council representatives. The accused shall be entitled to have present at the hearing a Student Honor Advisor, appointed by the Student Advisor Coordinator, and a faculty advisor. The Honor Council will bring a charge of violation of conditions of a previously imposed sanction. The accused shall be entitled to present any evidence at the hearing that is relevant to the charge that the previously imposed sanction has been violated. No evidence may be presented at the hearing which is otherwise excluded by the procedures of the Honor Council or the Honor Constitution.
2. Upon conclusion of all testimony, the five Honor Council representatives who are present at the hearing shall determine what sanction, if any, will be imposed.

C. The sanction imposed pursuant to this procedure may supersede, or be in addition to, the sanction previously imposed for the honor offense.
D. In the event that an insufficient number of current Honor Council members is available to attend this type of hearing, the Honor Council president shall have the right to authorize previous Honor Council members to participate.

Section 6. A brief summary of every case tried by the Honor Council, whether resulting in acquittal or conviction, shall be submitted to The Bullet for publication in an appropriate format. Such summary shall include the verdict and the punishment (if any), but shall not include the names of the accuser or accused.

Article IV. Ratification.

This Constitution shall become effective when approved by at least three-fourths of the Honor Council, by a majority of votes cast by the currently enrolled student body, and by the Board of Visitors of the College.

Article V. Amendments.

Section 1. Amendments to this Constitution may be initiated either by the Honor Council itself or by the student body.

A. The Honor Council may initiate an amendment by an affirmative vote of at least three-fourths of its members. For approval, the amendment must then receive an affirmative vote of a majority of the currently enrolled student body in a referendum.
B. The student body may initiate an amendment by presenting to the Honor Council a petition signed by at least ten percent of the currently enrolled student body. For approval, the amendment must then receive an affirmative vote of at least three-fourths of the

Honor Council members. It must then receive an affirmative vote of a majority of the currently enrolled student body in a referendum.

C. In the event that the Honor Council does not approve an amendment initiated by the student body, such action can be overridden if a petition, signed by at least twenty-five percent of the currently enrolled student body is presented to the Honor Council requesting a referendum on the amendment. For approval, the amendment must then receive an affirmative vote of a majority of the currently enrolled student body in a referendum.

Section 2. Any amendment must be approved by the Board of Visitors of the College before it can become operative.

Accused List of Rights & Responsibilities.

Rights of the Accused:

1. To be considered "not guilty" unless proven otherwise;
2. To be informed in writing of the exact charges being brought against him or her;
3. To be free from testifying against himself or herself;
4. To plead guilty at any time prior to the convening of his or her jury hearing;
5. To testify and present witnesses on his or her own behalf;
6. To ask questions of testifying witnesses and of the accuser during a hearing, or to have questions asked on his or her own behalf;
7. To be assigned both a faculty and a student Honor Advisor at least twenty-four (24) hours prior to the convening of the student's hearing;
8. To be advised by any person during a hearing, with the exception of an Honor Council member, in addition to or instead of being assisted by his or her faculty and student Honor Advisors;
9. To choose to have an individual hearing if charged along with one or more persons;
10. To appeal his or her verdict or sanction in accordance with Article III, Section 3 of the Honor Constitution;
11. To have the details of his or her case held in strict confidence by the Honor Council, by his or her accuser, and by any other persons involved in his or her case;
12. To receive all physical evidence being presented against him or her at least twenty-four (24) hours prior to the start of his or her hearing;
13. To request either an open or closed to-the-public hearing;
14. To be given at least one (1) week from the time that he or she enters a plea to prepare before the convening of his or her hearing; and
15. To have access to a record of the proceedings of his or her hearing.

Responsibilities of the Accused:

1. To understand and accept the Mary Washington College Honor System as set forth in the Honor System Guidebook;
2. To understand the severity of the situation in which he or she is involved, and the possible consequences that may result from his or her actions;
3. To give prompt written notification to the Honor Council president if he or she chooses to change his or her plea from "not guilty" to "guilty;"
4. To provide the Honor Council with all physical evidence necessary for his or her hearing no later than twenty-four (24) hours prior to the start of the hearing; and
5. To cooperate with all Honor System proceedings.





Student Government Association

Constitution of the Student Government Association

Preamble: We, the students of Mary Washington College, having established a Student Government Association to promote communication, cooperation, and understanding among students, faculty, and administrators, do ordain and establish this our Constitution.

Article I. Purpose

The purpose of the Student Government Association (SGA) shall be to work for a better College community through the development and strengthening of individual responsibility and citizenship. The SGA shall share with the faculty and the administration the obligation of respecting and promoting the tradition, standards, and objectives of the College and instilling the principles of self-government and democracy in every student.

Article II. Membership

Upon matriculation into the College, a student automatically becomes a member of the Student Government Association. All SGA officers shall maintain a minimum 2.2 cumulative GPA, and shall be in good social standing as defined by the Dean of Student Life. (Good social standing means: the student is not on social probation or is not suspended from living in the residence halls.)

Article III. Organization

The Executive, Legislative, and Judicial branches comprise the governing bodies of the SGA. The eight elected officers of the Executive Cabinet shall have the responsibility for the efficient operation of the SGA, under the direction of the President of the Student Government Association.

Article IV. Authority

The authority of the Student Government Association is derived from the student body exercising their Constitutional rights guaranteed by the First Amendment to the Constitution of the United States of America "peaceably to assemble" and from delegation by the President of the College. The elected representatives of the SGA shall have the sole authority to act in the name of the student body. The SGA commits itself to uphold and enforce only those regulations which have been made through mutual agreement and understanding between the SGA and the administration of the college.

Section 1. Members of the Executive Cabinet, the representatives of the SGA, shall have the responsibility to study any matter affecting the welfare of the student body and the College. These representatives have the responsibility to make recommendations which will foster the best interests of the student body and the College.

Section 2. The representatives, members of Executive Cabinet, of the SGA shall have the authority to regulate all SGA elections.

Article V. Ratification

Ratification of the Constitution of the SGA shall be decided upon by a majority of votes cast.

Article VI. Executive Branch

Section 1. The Executive power shall be vested in a deliberative body, the Executive Cabinet of the Student Government Association, under the direction of the SGA President.

Section 2. The Executive Cabinet, a body comprised of twelve members, represents the student body on all matters of joint concern between the administration of the College and the student body. The Executive Cabinet is the highest elected body on campus. The twelve members of the Executive Cabinet include: the President (elected, voting member), the Vice President (elected, voting member), the Judicial Review Board President (elected, voting member), the Honor Council President (elected, voting member), the Legislative Action Committee Chairperson (elected, voting member), the Academic Affairs Council Chairperson (elected, voting member), the Association of Residence Halls President (elected, voting member), the Commuting Student Association President (elected, voting member), the Executive Coordinator (appointed, non-voting member), the Treasurer (appointed, non-voting member), the Press Secretary (appointed, non-voting member), and the Secretary (appointed, non-voting member). Each member of the Executive Cabinet has a full voice at all meetings. These officers have a term of office which begins during the second semester of each academic year.

Section 3. The student body shall elect the President, Vice President, Judicial Review Board President, Honor Council President, Legislative Action Committee Chairperson, the Academic Affairs Council Chairperson, the Association of Residence Halls President, and the Commuting Student Association President by a secret ballot based on a majority of votes cast.

Section 4. The Executive Cabinet of the Student Government Association shall have the authority to regulate all activities undertaken by the SGA. Upon advice from the Executive

Cabinet, the Judicial Review Board shall be the final interpreter of the SGA constitution. The Executive Cabinet shall also serve as an advisory body to the President of the College.

Section 5. The Executive Cabinet, in consultation with the Inter-Club Association, shall have the sole authority to recognize student organizations. Recognition from the Cabinet is necessary prior to the allocation of financial assistance.

Section 6. The specific areas of duties and responsibilities of each member of the Executive Cabinet shall be as follows:

Position: Student Government Association President (Student Body President)

The President of the Student Government Association is the official spokesperson for the SGA and thus the student body. The President shall call and preside over all meetings of the Executive Cabinet as well as any open student body meeting. The President shall appoint the SGA Secretary, Treasurer, Executive Coordinator, and the Press Secretary of the Executive Cabinet as well as the Chairpersons of the SGA standing presidential committees. The President shall nominate students to serve on any student/faculty committees and designate students to represent the SGA at official College functions. The President is also responsible for the efficient operation of the day-to-day activities of the organization. The President is responsible to the President of the College, and shall act as a liaison for the SGA to the Board of Visitors.

Position: Student Government Association Vice President (Student Body Vice President)

The Vice President of the SGA shall act as SGA President in his/her absence. The Vice President shall serve as President of the Senate. The Senate President shall call and preside over all meetings of the Senate, voting only in a tie situation. The Vice President shall call and preside over all meetings of the Board of Senate Officers. The SGA VP shall appoint the Secretary and Parliamentarian of the Senate, and shall choose all co-chairpersons of the standing committees and ad-hoc committees of the Senate. Only elected Senators may be appointed to be co-chairs of the standing and ad-hoc committees of Senate. The Vice President is responsible for the day-to-day operations of the Senate.

Position: Judicial Review Board President

The Judicial Review Board President shall be the official representative of the SGA on all matters of judicial concern; shall preside over Judicial Review Board hearings, in a non-voting capacity; is responsible for coordinating all judicial trials and for maintaining records of all judicial proceedings; and shall appoint a secretary and a Recorder to the Board.

Position: Honor Council President

The Honor Council President shall be the official representative of the SGA in all matters relating to the Honor System, and shall communicate developments of the Honor system to the Cabinet members so they may be well informed of any relevant issues. This time may also be used as a forum for discussion concerning Honor Code matters. The President shall preside over all Honor Council hearings, in a non-voting capacity. The President is responsible for coordinating all honor trials and for maintaining records of all Honor Council proceedings. The President has full voice and vote on the Executive Cabinet. [Refer also to the Honor Council Constitution.]

Position: Legislative Action Committee Chairperson

The Legislative Action Committee Chairperson shall call and preside over all meetings of the Legislative Action Committee (LAC). The LAC concerns itself with all lobbying efforts on legislative, political, and community concerns that affect the College as a whole. The Chairperson shall appoint a Vice Chairperson, Chairpersons of the four standing subcommittees of LAC, a Secretary, and Press Secretary to the LAC. The LAC represents the student body interests nationally in Washington, DC; on the state level to the Virginia General Assembly in Richmond; on the local level to the Fredericksburg City Council, and to the administration of the College.

Position: Academic Affairs Council Chairperson

The Academic Affairs Council (AAC) Chairperson shall be the official representative of the SGA in all matters of academic concern. The Chairperson shall attend all faculty Senate and full faculty meetings and shall be the only recognized student speaker at these meetings; shall call and preside over meetings of the Academic Affairs Council; and shall cooperate with the Academic Services Office in areas of academic concern, advising and registration in the student body interests.

Position: Association of Residence Halls President

The Association of Residence Halls (ARH) President shall be a full time on-campus student

who presides over all meetings of the ARH Executive Council. The ARH President shall be a liaison between the Office of Residence Life and the student body and represent ARH to the office or Residence Life and other Mary Washington College Offices. The ARH President also checks to ensure that on-campus senators are attending hall council meetings and reports to the Executive Cabinet of SGA. The Association of Residence Halls constitution and all ARH procedures shall be found in the by-laws of the SGA.

Position: Commuting Student Association President

The Commuting Student Association (CSA) President is responsible for representing the commuting students to the SGA, the student body, and the Fredericksburg community. The CSA President shall provide an effective means of communication between the above mentioned groups, and shall assimilate the commuting students into the mainstream of Mary Washington campus life through activities. The Commuting Students Association constitution and all CSA procedures shall be found in the by-laws of the SGA.

Position: Executive Coordinator

The Executive Coordinator (EC) is appointed in the spring by the newly elected SGA President with the approval of the current Senate. The EC shall attend all Executive Cabinet meetings with full voice, but as a non-voting member. The EC is responsible for all publicity of SGA-sponsored events and assists the endeavors undertaken by other members of the Executive Cabinet. The EC is also responsible for the SGA Refrigerator Rental Program and the Freshman Record.

Position: Treasurer

The Treasurer is appointed in the spring by the newly elected SGA President with the approval of the current Senate. The Treasurer shall attend all Executive Cabinet meetings with full voice, but as a non-voting member. The Treasurer is responsible for the effective, timely, and accurate bookkeeping of all monetary transactions in the Executive Cabinet.

Position: Secretary

The Secretary is appointed in the spring by the newly elected SGA President with the approval of the current Senate. The Secretary shall attend all Executive Cabinet meetings with full voice, but as a non-voting member. The Secretary is responsible for the accurate recording of the minutes of the Executive Cabinet meetings. The Secretary is responsible for the upkeep of all SGA Bulletin Boards in the Woodard Campus Center.

Position: Press Secretary

The Press Secretary is appointed in the spring by the newly elected SGA President with the approval of the current Senate. The Press Secretary shall attend all Executive Cabinet meetings with full voice, but as a non-voting member. The Press Secretary is responsible for all press releases and the publication of the SGA Newsletter. The Press Secretary shall work with the Senate for publicity reasons whenever necessary.

Section 7. The Executive Cabinet shall, during the summer, formulate, organize and clearly state in writing the goals, policies and procedures of the SGA for the upcoming administrative year. It should be complete by the beginning of the year to guide the new administration.

Section 8. The Executive Cabinet shall meet once a week on a day and time agreed upon by the Cabinet. Attendance of all Executive Cabinet members shall be mandatory. Any excuses should be cleared with the SGA President prior to the meeting. If the President or Chair of an organization cannot attend a meeting, they may send their Vice-President or Vice-Chair. If that person was elected campus-wide, then they may have a vote in the Cabinet meeting.

Section 9. In case of the removal of the SGA President from office or his/her resignation or inability to discharge his/her duties, the powers and duties shall devolve to the SGA Vice President. In case of the removal of the SGA Vice President from his/her office, the powers and duties shall devolve temporarily to the Vice President of the Senate. In case of the removal of the Judicial Review Board President, Legislative Action Chairperson, Academic Affairs Chairperson, Association of Residence Halls President, or Commuting Student Association President from office, the powers and duties shall devolve temporarily to the respective Vice President or Vice Chairperson. A campus-wide election shall immediately be held by the Senate Rules and Procedures Committee for the purpose of electing successors to the vacant offices.

Section 10. The rules contained in Robert's Rules of Order Newly Revised, shall govern the Executive Cabinet in all cases to which they are applicable and in which they are not inconsistent with the SGA Constitution.

Section 11. No member of the Executive Cabinet may temporarily appoint another student to his/her position, if not already provided for in the Constitution.

Section 12: Presidential Standing Committees of the SGA

Entertainment Committee (Giant Productions)

The Entertainment Committee's principal function will be to bring concerts, comedy acts, and other forms of entertainment to campus to benefit the social life of the College and the community. The SGA President, in consultation with the Senior Co-chair, will appoint a Junior Co-chair in the spring for a term of one academic year, in accordance with Entertainment Committee policies. The chairs shall work in cooperation with the Director of Student Activities whenever possible. The committee may form sub-committees if necessary to carry out its purpose. The committee shall receive funding from the Student Finance Committee. A Chair shall attend a monthly roundtable meeting called by the SGA President. Failure to attend two of these meetings unexcused shall lead to disciplinary actions. All procedures and rules for this committee shall be contained in the by-laws of the SGA.

Film Committee

The Film Committee's principal function will be to bring a wide variety of films to campus via various mediums of entertainment to benefit the social life of the College and community. The SGA President, in consultation with the Senior Co-chair, will appoint a Junior Co-chair in the spring for a term of one academic year, in accordance with Film Committee policies. The Chairs shall work in cooperation with the Director of Student Activities whenever possible. The committee may form sub-committees if necessary to carry out its purpose. The committee shall receive funding from the Student Finance Committee. A Chair shall attend a monthly roundtable meeting called by the SGA President. Failure to attend two of these meetings unexcused shall lead to disciplinary actions. All procedures and rules for this committee shall be contained in the by-laws of the SGA.

Inter-Club Association

The purpose of the Inter-Club Association (ICA) is to coordinate an overall program of organizational activities for all members. The ICA shall act as an agency for discussion of problems or concerns between its members. The ICA shall assist in the development of new organizations to meet the student body's needs. The ICA shall work in cooperation with all organizations to carry out its purposes. The SGA President, in consultation with the Senior Co-chair, will appoint a Junior Co-chair in the spring for a term of one academic year, in accordance with ICA policies. The Chairs shall work in cooperation with the Director of Student Activities whenever possible. The ICA shall receive funding from the Student Finance Committee. A Chair shall attend a monthly roundtable meeting called by the SGA President. Failure to attend two of these meetings unexcused shall lead to disciplinary actions. All procedures and rules for this association shall be contained in the by-laws of the SGA.

Section 13. No member of the Executive Branch, except the SGA VP in the Legislative Branch and the JRB President in the Judicial Branch may serve in the Legislative or the Judicial Branches. Thus, members of the Legislative Action Committee, Academic Affairs Council, and the leadership of the Presidential Standing Committees of SGA may not serve as a Senator or JRB member.

Article VII. Legislative Branch (Student Senate)

Section 1. All legislative powers herein granted shall be vested in one legislative body—a Student Senate.

Section 2. The Senate shall have the responsibility to legislate with regard to all issues of student concern. It shall require a majority of the membership of the Senate to approve any legislation before the Senate. Any legislation approved by the Senate shall be presented to the Executive Cabinet by the President of the Senate for approval or veto. The Executive Cabinet shall approve or veto any legislation enacted by the Senate within two weeks of its enactment. The Senate may only by the vote of at least two-thirds of its membership override a veto of the Executive Cabinet.

Section 3. The Vice President of the SGA shall be President of the Senate and its official spokesperson. The Senate President shall call and preside over all meetings of the Senate and shall have no vote, except to decide a tie vote.

Section 4. The Vice President of the Senate shall be elected from the Senate body during the third meeting of the Senate each fall. The VP shall be an officer of the Board of Senate Officers.

Section 5. The Senate President shall call and preside over all meetings of the Board of Senate Officers. The Board shall consist of the Senate Vice President, Secretary/Treasurer, Parliamentarian, and the Co-chairpersons of the four standing Senate committees, as well as ad hoc committee chairpersons who may be added throughout the year. The members of the Board of Senate Officers have full voice and vote in meetings of the Senate as a whole. The specific areas of duties and responsibilities of each of the members of the Board of Senate Officers shall be as follows:

Position: Vice President of the Senate

The Vice President (VP) of the Senate shall assume the powers and duties of the President of the Senate in his/her absence. The VP shall attend all meetings of the Board of Senate Officers and have full voice and vote. The VP must be a Senator and shall be elected by his/her fellow Senators during the third meeting of the Senate in the fall and hold no other office. The VP shall be responsible for supervising the attendance of the Senators and for insuring that the required number of Senators represents each of the residence halls and commuting students. The VP shall be responsible for working with the Committee Co-chairs and shall report directly to the Senate President on all matters and actions taken. The VP will also assist the committees in any endeavor undertaken by the committees as well as assist the Board of Senate Officers as a whole.

Position: Secretary

The Secretary shall be appointed by the Senate President and shall attend all meetings of the Senate and the Board of Senate Officers and serve as a member with full voice, but non-voting. The Secretary is responsible for the accurate recording and efficient, expedient distribution of the minutes of Senate and of the Board of Senate Officers meetings.

Position: Parliamentarian

The Parliamentarian shall be appointed by the Senate President and shall attend all meetings of Senate and the Board of Senate Officers and serve as a member with full voice, but non-voting. The Parliamentarian is the only authority on parliamentary procedure, as stated in Robert's Rules of Order Newly Revised, in the Senate and acts as an advisor to the Senate President whenever necessary.

Committee: Rules and Procedures

The Rules and Procedures Committee shall be the authoritative body in the Legislative Branch on Senate rules and the SGA Constitution. The Rules and Procedures committee shall run all campus wide elections and handle all matters pertaining to elections. Only the SGA President can call for campus wide elections. The Executive Cabinet can by a majority vote take control of any campus wide election, thus removing all powers from the Rules and Procedures Committee. The Rules and Procedures Committee shall also handle any hearings, at the request of the Senate President, dealing with Senate rules or elections.

Committee: Handbook and Ethics

The Handbook and Ethics Committee shall enforce the rules of Senate and the SGA Constitution within the Legislative Branch. The Handbook and Ethics Committee shall ensure that all members of the Senate and Board of Senate Officers are performing the sworn duties of their office. Any violations of the rules of Senate or the SGA Constitution shall be reported to the Handbook and Ethics Committee. The committee shall present any and all cases that in the opinion of the committee violate the rules of Senate or the SGA Constitution to the Senate. The Senate may remove a Senator from office by a two-thirds vote in favor of removal. If a two-thirds vote is reached, the individual may not be a member of the Senate for one year starting at the time of removal. If a two-thirds vote is not reached, then the Senator is acquitted and remains in his or her position. The Handbook and Ethics Committee shall be responsible for making any necessary revisions regarding student government in the Student Handbook.

Committee: Legislative and Administrative Affairs

The Legislative and Administrative Affairs Committee (LAA) shall be the oversight committee of the Legislative Action Committee (LAC). This committee shall make sure that all Senate motions delivered to the LAC are handled in a timely manner. The LAA may be divided into subcommittees to mirror the four standing committees of LAC. The LAA has the authority to call any of the appointed members of the LAC Executive Board to report to the committee twice a month. The LAA may request the chair of the LAC to report to the committee. The LAC Chairperson does not have to report to the LAA, but may choose to. The LAA should choose an individual to attend all meetings of the LAC. The LAA committee should keep well informed on any and all issues of legislative or political concern to better discussion in the Senate.

Committee: Academic and Faculty Affairs

The Academic and Faculty Affairs Committee (AFA) shall be the oversight committee of the Academic Affairs Council (AAC). This committee shall make sure that all Senate motions given to the AAC are handled in a timely manner. The AFA has the authority to call in any appointed member of the AAC to testify twice a month. The AFA may request that the chair of the AAC report to the AFA. The AAC Chair does not have to report but may choose to do so. The AFA should choose an individual to attend all meetings of the faculty Senate and faculty meetings. The AFA should also choose an individual to attend all AAC meetings. The AFA committee should keep well informed on any and all issues of academic concern to better discussion in the Senate.

Section 6. The Duties of the Senators shall be: 1) Senators shall represent their constituents' viewpoints to the very best of their ability. Senators should be proactive in talking and asking constituents of their opinions and views on any issue the SGA is dealing with. This proactive stance will make Senators better informed to cast more informed votes in Senate. 2) Senators shall establish and monitor a suggestion box in each residence hall and commuting Senators shall likewise establish a box for commuters. 3) Senators must attend all Senate meetings. 4) Senators shall attend all committee meetings. 5) Senators shall post all Senate minutes in the residence halls and commuting Senators shall post all Senate minutes for commuters. 6) Senators shall publicize anything deemed necessary to be publicized by the Senate or by the Senate President. 7) Senators should make every effort to acquire a good working knowledge of Senate procedure. 8) Senators must notify the Handbook and Ethics Committee if a fellow Senator is not properly performing his/her duties. 9) All Senators shall meet the requirements of being in good academic standing and attending a mandatory Senate workshop. 10) All on-campus Senators shall attend their respective Hall Council meetings, and be subject to the attendance policy of that Hall Council. 11) All commuting student Senators shall attend the meetings of the Commuting Student Association, and be subject to the attendance policy of that organization. 12) All on-campus Senators shall be required to sit regularly scheduled office hours in their respective buildings. All hours must be registered with the Senate Secretary.

Section 7. Excuses for absences shall be cleared by the Senate President prior to the Senate meetings. After a Senator incurs two absences, he/she shall be required to meet with the Senate Vice President as well as receive a letter of warning. After accruing three unexcused absences per academic semester a Senator shall be removed from the Senate. Any excuses for absences to committee meetings shall be cleared by one of the two co-chairs of that committee prior to the meetings. After accruing two absences from these meetings, the Senator shall meet with the co-chairs of that committee and it shall be counted as one absence in the Senate.

Section 8. The members of the Board of Senate Officers are required to attend all Board meetings as well as all Senate meetings. Any absences should be excused by the President of the Senate before the meeting occurs. In the event that an officer accrues two unexcused absences from either body's meetings, the said officer shall be required to meet with the President of the Senate. If the said officer accrues three absences from either body's meetings then the President shall remove that officer from the Board and the Senate.

Section 9. The Senate may form at any time ad-hoc committees to augment the activities of the standing committees or to study and investigate a specific problem area that requires special attention. The Senate shall not abridge the right of students to form ad-hoc committees which do not fall under the direct jurisdiction of the Senate. The Senate may place regulatory condition only on the expenditures of SGA funds granted to these committees. Ad-hoc committees shall be defined as impermanent committees whose chairperson(s) is a member of the Board of Senate Officers with all conditions applying. The committee shall clearly state its purpose and its goals which are to be submitted to the Board and the Senate body. The ad-hoc committee shall be dissolved whenever its purpose is fulfilled.

Section 10. Each residence hall shall have at least one Senator notwithstanding the number or residents in said residence hall. Each residence hall containing more than fifty students will add one additional Senator when thirty students exceed an increment of fifty. It is required that one-third the number of commuting Senators act as alternates. Each residence hall shall elect one alternate.

Section 11. Senators shall serve a term of one academic year. Senate elections will take place at the beginning of each year. Elections to fill vacancies must be posted within forty-eight hours of the vacancy, and a new Senator must be elected within fourteen days.

Section 12. The Senate, Board of Senate Officers, Senate Standing Committees, and Senate ad-hoc Committees have the right to research any motion or issue concerning the student body or any segment of the student body. The Senate and its standing and ad-hoc committees are forbidden from executing any of the legislation passed in the Senate. The Executive Branch shall do all execution of legislation.

Section 13. No member of the Legislative Branch (elected or appointed), except the Senate President, may serve in any capacity in the Executive or Judicial Branches of the SGA.

Article VIII. Judicial Branch

Section 1. The Judicial Branch shall not have a separate constitution from the SGA. The official rules and procedures of the JRB can be found in the SGA by-laws.

Section 2. The JRB shall be the official interpreter of the Constitution.

Article IX. Recall

Section 1. Any student official may be recalled by his/her constituency if he/she has failed to perform satisfactorily the duties of, or uphold the standards of, the office.

Section 2. The following recall procedure shall be utilized by all members of the SGA. This

may also be used unless it is contradictory to the means of recall as set forth in the constitution of the particular group considering the question.

Section 3. Upon petition of twenty percent of the electorate for said office to the Handbook and Ethics Committee, the question of recall shall be considered before that electorate. Two-thirds of the specified electorate must vote in favor of recall in order for the motion to be carried and a student official to be recalled by his/her constituency.

Article X. Repeal and Referendum

Section 1. The student body has the right to call for a referendum on any issue within its jurisdiction and to repeal any piece of legislation which has been passed by the Senate.

Section 2. A petition of ten percent of the student body shall call the question.

Section 3. A majority of the electorate is required to repeal legislation.

Article XI. General Provisions

Section 1. Eligibility for any office within the Student Government Association shall be dependent upon a 2.2 cumulative grade point average to run for office and the achievement of at least a 2.0 semester average for each semester while in office, a good social standing, and a full-time student status throughout the tenure of office. Any appointed offices within the SGA shall be of good academic standing (2.0).

Section 2. The oath of office for all elected and appointed representatives of the SGA shall be as follows:

I do hereby solemnly promise to support and maintain the Constitution of the Student Government Association of Mary Washington College, and I pledge my best efforts to the efficient performance of the duties of _____ to which I have been elected/appointed.

Section 3. The oath of office shall be administered by the out-going Judicial Review Board President and witnessed by the newly elected SGA President. The only exception is the SGA President who is sworn in by the out-going Judicial Review Board President and witnessed by the out-going SGA President.

Article XII. Bill of Rights

The following rights shall be the standards by which the Student Government Association shall formulate and conduct its policies:

Section 1. Statement of Non-Discrimination: The SGA shall not discriminate against, nor tolerate any discrimination of any member of the Mary Washington College community on the basis of race, color, religion, physical or mental disability, national origin, political affiliation, marital status, sex, sexual orientation, or age.

Section 2. The right of students to be secure in their persons, houses, or living quarters, papers, and effects against any unreasonable searches and seizures shall not be violated by any student.

Section 3. No student in any student judicial case shall be compelled to be a witness against himself/herself, nor shall he or she be deprived of liberty, or social or student status without due process. No disciplinary sanction shall be imposed by the student judiciary on any student without notice to the accused of the nature and cause of the charges and a fair hearing which shall include confrontation of witnesses against him or her. The accused shall have the right to a speedy and public trial, to have ample time to obtain witnesses in his or her behalf, and to have the assistance of counsel for his or her defense.

Section 4. Clubs may be established for any legal purpose consistent with policy of the College. Any such organizations shall not be denied membership into the Inter-Club Association, should it desire it, without justifiable reason.

Section 5. The student media is to be free of censorship. Student media editors and managers shall not be arbitrarily suspended by the SGA because of disapproval of editorial policy or content registered by members of the student body, faculty, administration, alumni, or community. This freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the FCC.

Article XIII. Amendments

Section 1. Amendments to the SGA Constitution

An amendment to this constitution may be proposed by the Executive Cabinet, Board of Senate Officers, by a Senator, or by a student. A petition of ten percent of the student body must accompany all proposed amendments to the Senate. The amendment shall then be handled by the Senate Handbook and Ethics Committee. The Committee shall be responsible for posting the proposed amendment in each of the residence halls, making it available to the commuting students, and/or publishing it in at least one issue of the campus-wide newspaper. The Senate must approve the amendment by a two-thirds majority. If the amendment passes the Senate then it will become effective if passed by a vote of fifty percent plus one majority of the student electorate.

Section 2. Amendments to the By-Laws of the SGA Constitution

An amendment to the By-Laws of the SGA Constitution may be proposed by the Executive Cabinet, Board of Senate Officers, by a Senator, or by a student. A petition of five percent of the student body must accompany all proposed amendments to the Senate. The amendment shall then be handled by the Senate Handbook and Ethics Committee. The Committee shall be responsible for posting the proposed amendment in each of the residence halls, making it available to the commuting students, and/or publishing it in at least one issue of the campus-wide newspaper. The Senate must approve the amendment by a two-thirds majority. If the amendment passes the Senate, it will then become effective if passed by a majority of votes cast in a campus wide election.

Senate By-laws

I. Qualifications

1. All candidates must have a 2.2 Cumulative Grade Point Average to run for an office.
2. a. All candidates are required to attend one mandatory workshop. If it is not feasible for a candidate to attend, he/she must contact the Senate Rules and Procedures Committee Chairperson(s) within twenty-four (24) hours before nominations.
 b. Nominations will be held during a Senate meeting, as designated by the Rules and Procedures Committee. All candidates must be nominated by a senator and must accept the nomination in order to qualify for the election.
 c. Nomination by petition may be accomplished if a student submits a petition of support of his/her nomination, which has been signed by ten percent (10%) of the student body, to the Rules and Procedures Committee Chair within twenty-four (24) hours of closing of nominations.

II. Regulations and Restrictions

1. Campaign material is considered to be posters, fliers, banners, an advertisement in any campus publication, buttons, stickers, t-shirts, clothing, and anything that's purpose is to support a candidate's campaign. The Rules and Procedures Committee will make any decisions pertaining to campaign material.
 a. A limit of $50 is hereby established on campaign expenditures and donations. All materials used in publicizing the campaign are subject to "Fair Market Value System." Campaign donations are only to be made by members of the Mary Washington College community.
 b. All candidates must complete and submit the Campaign Expenditure Form to the Rules and Procedures Committee within twenty-four (24) hours of the closing of elections. The Campaign Expenditure Form is a list of expenditures which includes all donations and all purchases. The list of donations should include the name of donors, the amount donated, and the dates of all donations. The list of purchases should include the amounts and dates of purchases.
 c. Campaign material is limited to thirty (30) pieces. Fliers on Seacobeck and Eagle's Nest tables are limited to one (1) flier per table and are not counted as part of the thirty (30) piece limit. Buttons and stickers do not count as part of the thirty (30) piece limit.
 d. Banners are only to be placed on the front of Lee Hall and must be of oil cloth or other suitable fabric and may only be strung or wired to the building.
 e. No campaign material may be attached to or strung from trees or lampposts.
 f. No campaign material is allowed in or on academic buildings or Seacobeck Hall, excluding fliers on Seacobeck tables.
 g. Any campus publication advertisements may be used as campaign material with the advertisement being placed at the candidate's expense.
 h. Campaigning is not allowed on personal message boards or through mass mail (e.g.: postal mail, email, voice mail).
 i. Each candidate is required to submit a one page qualification platform sheet to the Rules and Procedures Committee Chairperson no later than forty-eight (48) hours prior to the start of elections.
 j. No one may reserve banner spaces. No one is allowed to drop a banner until the nomination period for all offices has been closed.
 k. All campaign material for all candidates must be taken down within 48 hours after the final election announcements. There will be a $5.00 fine per day for all material not taken down within this period and all fines will be deposited into the Student Government Association account. Any candidate whose fine exceeds $15.00 shall be required to appear before the Rules and Procedures Committee. If the offender is the new office holder, it is the committee's responsibility to decide if disqualification is in order.

l. Candidates must follow all rules of the Student Activities Organization including approval-stamping of all posters and fliers with the exception of all Senator campaign materials used in residence halls.

2. a. No Executive Cabinet members currently in office may endorse any election candidates. Due to the nature of the office, any Legislative Action Committee candidate may not use endorsements by local, state, or national politicians or by a specific party.

b. Loitering or campaigning on the days of elections is not allowed within the Woodard Campus Center. All campaign material in this area must be removed before final voting begins. This includes any fliers in the Eagle's Nest.

c. Any deliberate attempt by the candidate or his/her supporters to disqualify another candidate will result in the disqualification of the first-mentioned candidate.

d. Slander is defined as an oral utterance of false charges or misrepresentations which defame and damage the reputation of another. Slander is not permitted from any of the candidates.

III. Disqualification

1. Any candidate who violates any regulations or restrictions listed in Section II. will be disqualified from the election as determined by the Rules and Procedures Committee.

IV. Special Notes

1. If any election is to be contested, a formal written complaint must be made to the Rules and Procedures Committee Chairperson within twenty-four (24) hours after the election results are announced. A decision shall be rendered by the Rules and Procedures Committee within forty-eight (48) hours after the complaint has been filed. The contestation is only to be read and reviewed by the Rules and Procedures Committee. The Rules and Procedures Committee may request any person to stand before the committee for questioning in order to assist in their decision-making process. After the Rules and Procedure Committee has reached their conclusion, they will send their decision to the official committee within JRB that interprets the SGA Constitution for final approval.
2. Any appeal to the Rules and Procedures Committee's decision on the contestation must be presented to the Board of Senate Officers within twenty-four (24) hours of the contestation being presented. If the appeal is declined, the Rules and Procedures Committee's original decision stands. If accepted, the results of the election stand. The appeal may only be read and reviewed by the Board of Senate Officers. The decision on the appeal by the Senate Board of Officers must be presented within forty-eight (48) hours of the presentation of the appeal.
3. All candidates are to be excluded from decisions regarding contestations and appeals.
4. If a Rules and Procedures Committee member chooses to run in an Executive Cabinet election, he/she must resign from his/her position on the Rules and Procedures Committee.
5. The Rules and Procedures Committee must organize a Voter Information Night to be held at least one week prior to the election day.
6. Only the Rules and Procedures Committee and the Senate Parliamentarian are allowed to be present in the room and participate in the counting of election ballots.
7. Non-compliance with any of the above rules will result in disqualification as determined by the Rules and Procedures Committee.
8. Exceptions to any of the above rules for any election must be approved by the Rules and Procedures Committee.

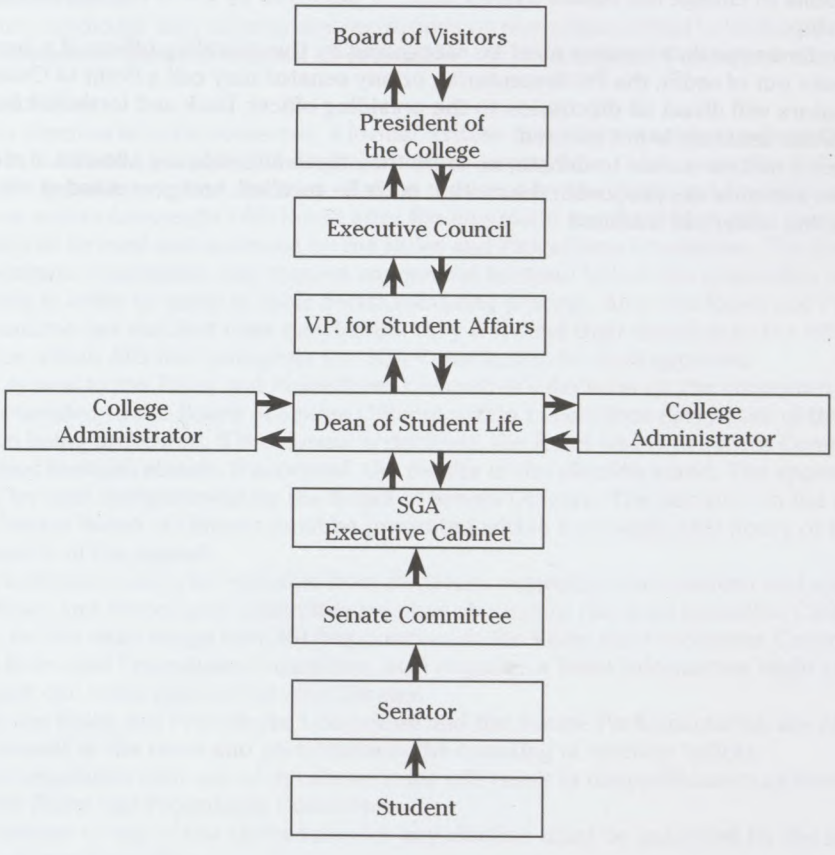
V. Procedures

1. Senators must check the suggestion boxes in their residence halls weekly, andbring them to their committee meetings to decide upon appropriate action.
2. The Secretary will condense the main points of the Senate minutes, and print them on fliers.
3. The Vice President may decide to hold an additional Senate training session if he/she deems necessary.
4. On-campus senators must give their Hall Council Presidents a schedule of which senators will attend each Hall Council meeting.
5. Senators must compose a schedule of who will sit weekly at the front desk in their residence hall.
6. Commuting senators must compose a schedule of who will sit weekly at a table in the Campus Center.
7. Once a commuting senator is absent from two Commuting Student Association meetings they will receive an absence from Senate.
8. In Handbook and Ethics Committee cases, the accused party and the committee must submit a written statement explaining their positions. Each party will be allotted five minutes to answer clarification questions.

9. Senate meetings will follow parliamentary procedure as dictated by *Robert's Rules of Order Newly Revised.*
10. In the case that the Senate must vote on something other than school wide legislation, such as in a trial circumstance, a motion passes by 50% +1 of the senators present voting in favor.
11. If a senator is misbehaving in a Senate meeting, the Parliamentarian or any senator may call a Point of Order, and the Parliamentarian can reprimand the senator, or a senator from the floor can move to have the senator removed form the meeting. This motion is undebatable, and must be passed by 50% +1 of the senators present.
12. Quorum is designated as 50% +1 of the voting membership of the Senate.
13. The Senate Parliamentarian must be cognizant of quorum.
14. While the Parliamentarian is the main authority on Robert's Rules of Parliamentary Procedure, the Senate Vice President must also maintain a working knowledge of Procedure, in the case that the Vice President must preside over meetings.
15. The Senate Parliamentarian will assist the Rules and Procedures Committee whenever necessary.
16. Motions to change the Senate bylaws must be approved by 2/3 of the Senate voting membership.
17. In order to speak, a senator must be recognized by the presiding officer. If a senator speaks out of order, the Parliamentarian or any senator may call a Point of Order.
18. Senators will direct all discussion to the presiding officer. Back and forth discussion between senators is not allowed.
19. When a motion moves to debate, no more than three addenda are allowed. If more than three addenda are proposed, the motion must be recalled, and presented at the next meeting under old business.

Flow Chart for Effecting Change Through the SGA

Students proposing a change in a policy/procedure/condition should bring the proposed change to their Senator. The Senator then brings a motion for this proposal to Senate. The proposal is discussed by the Senators, voted on, and is either passed or vetoed. Motions that are passed are taken to the SGA Executive Cabinet for discussion and are approved or vetoed. Approved motions are taken by the appropriate Senate Committee Co-Chair or Executive Cabinet Member to the Dean of Student Life who brings it to the Vice President for Student Affairs. The Vice President will then take the motion/request to Executive Council for discussion and approval/disapproval. Approved motions/requests will be taken to the President of the College for approval/disapproval. The SGA President, acting as the student representative to the Board of Visitors, shall inform the Board of Visitors of policy changes that are being discussed/proposed.



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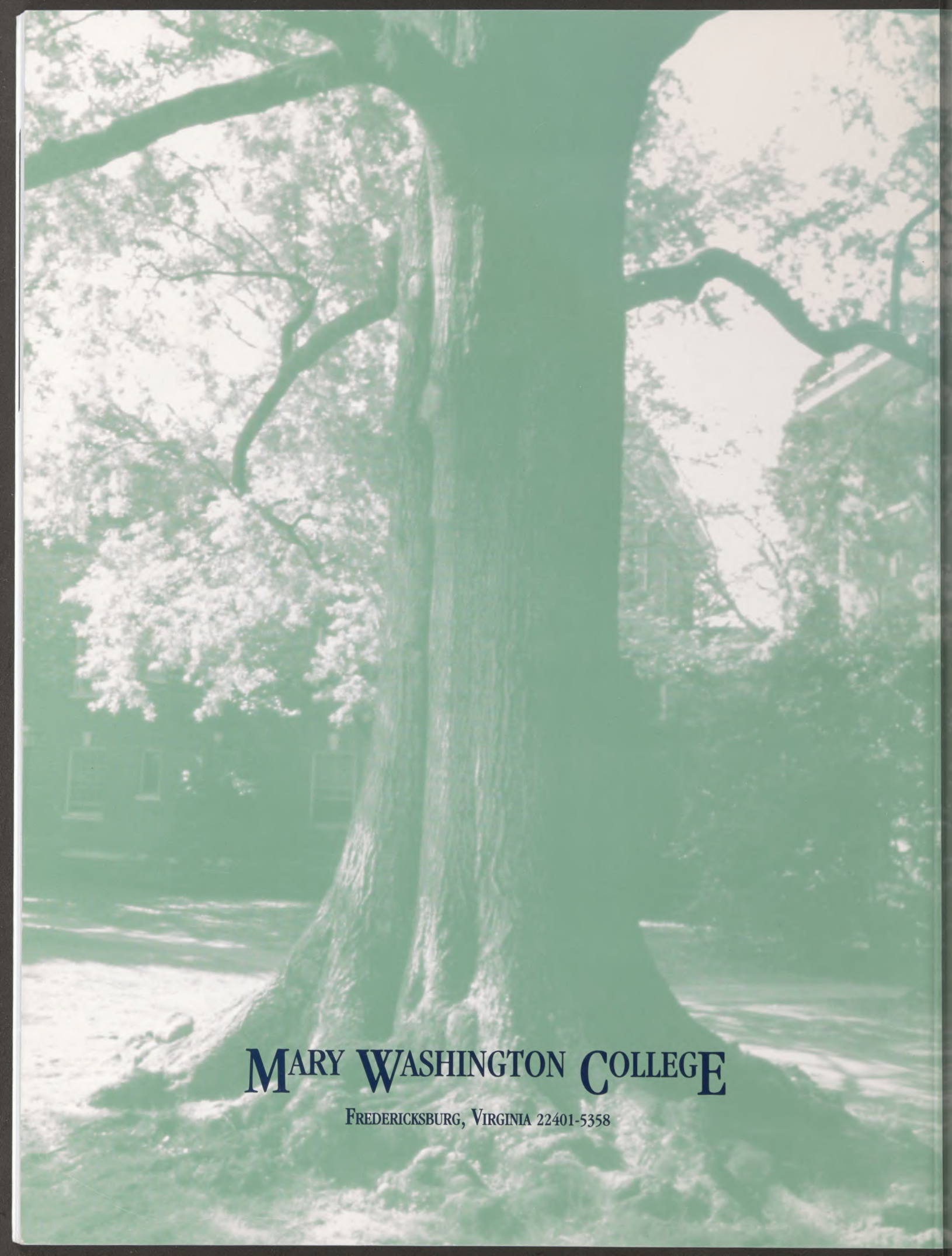
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